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ABSTRACT

Part of a 13-volume series designed to be used as a group inservice or a self-learning system to train school administrators and counselors for their role in career education, this second section (5.2) of module 5 (implementation--for administrators) centers on aiding in the implementation of a career education curriculum. Module 5 is one of six modules for administrators and four for counselors developed in Phase IV of a five-phase career education project in Hawaii. Module 5.2 contains three lessons. Lesson 1 focuses on the community as a source for the development of curriculum materials and includes materials on using community resources as part of the curriculum, using the community as curriculum, onsite visitations, a sample of onsite visitation forms, and a resource inventory. Lesson 2 consists of criteria for evaluating career education materials, an evaluation form, and a materials section which contain 46 1-page evaluations of specific commercially prepared career education materials. Lesson 3 is designed to demonstrate to principals one action plan for infusing career education into an elementary school curriculum. Appendixes contain a directory of resource personnel for vocational-technical programs in Hawaii, and an example of a business information packet prepared for educators. (TA)

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CAREER EDUCATION
ADMINISTRATORS AND COUNSELORS
IMPLEMENTATION MODEL

PHASE IV, HAWAII CAREER DEVELOPMENT CONTINUUM PROJECT

"Comprehensive Staff Development Model for Delivery of Career
Development System for the Public Schools of Hawaii"

MODULE V--IMPLEMENTATION
(5.2) CURRICULUM EVALUATION

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

College of Education, University of Hawaii
Office of Instructional Services, Department of Education
State of Hawaii

SEPTEMBER 1976

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FINAL REPORT

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PROJECT OVERVIEW

The overall plan for the development of Career Education in the state of Hawaii was conceived as the Hawaii Career Development Continuum Project. To date the continuum consists of the following phases:

PHASE I (1972) - Development of a Continuum for Career Development K-12.

PHASE II (1972-73) - Development of Curriculum Guides K-12 and an ETV series for grades 4-6.

PHASE III (1974-75) - Development of teacher education models and training of teacher cadre, etc.

PHASE IV (1975-76) - Development of model and materials for counselors and administrators.

As can be seen, Phase IV was designated as the training component for administrators and counselors.

The initial segment of Phase IV was to develop a model to characterize the training procedures. The next task was to collect and/or develop a set of materials for each module of the training program. The initial set of materials is designed to present the administrators and counselors an opportunity to seriously examine Career Education and its implications for their institutional roles. The balance of the materials tend to focus on the various administrative functions which affect implementation of Career Education.

The series of documents comprise the materials for an in-service program for a variety of administrative positions at the school and district level. There is a certain flexibility since the materials are designed to be used as a group inservice or a self-learning system.

Program Organization

There are six (6) modules for administrators, four (4) for counselors in the phase. The first two are common while the balance are specific to either counselors or administrators. The modules are:

Module I--Information

Module II--Orientation

Module III--Teacher Information and Orientation for Administrators

3.1 Identify Change Strategy

Module IV--Planning

- 4.1 Develop Plans for Curriculum Preparation and Infusion
- 4.2 Plans for Resource Allocation
- 4.3 Plans for Scheduling
- 4.4 Plans for Community Involvement

Module V--Implementation

- 5.1 Supervision of Teaching
- 5.2 Curriculum Evaluation

Module VI--Evaluation of Career Education (Administrator)

Module VII--Develop and Implement Needs Assessment

Module VIII--Implementation

- 8.1 Preparation and Evaluation of Counselor Material
- 8.2 Consultation to School Personnel
- 8.3 Integration of Coordination of School and Community Resources

Each module has a similar format. A short introduction provides an overview of the material to be covered, and a set of goals which are to be addressed in the module. In the common modules a time frame and a description of the materials are suggested for use with each goal statement.

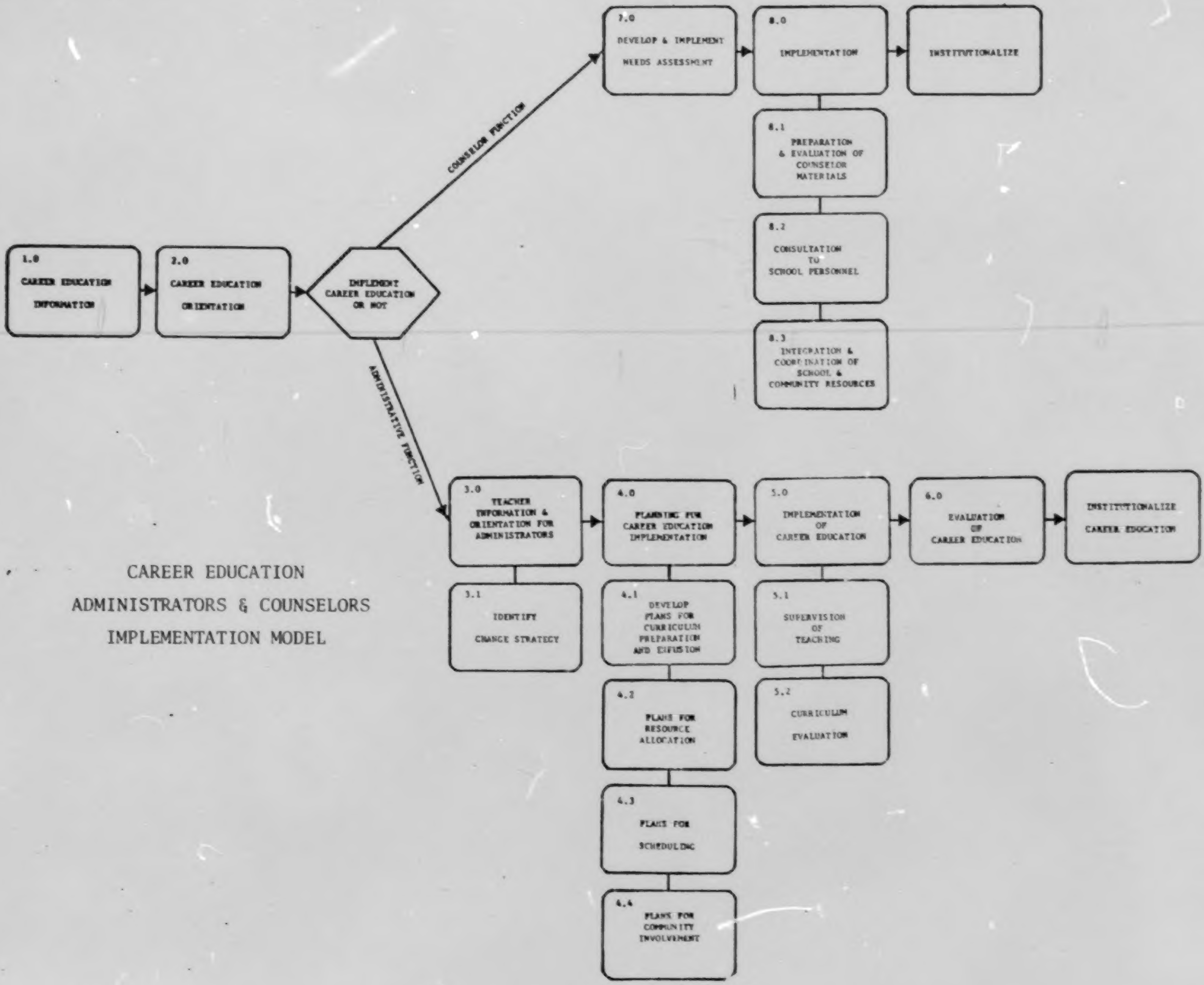
In the administrator and counselor specific modules a lesson format is suggested, since the use of these materials may vary widely from situation to situation.

In addition, there are specific comments for use by a workshop facilitator, instructor, etc., for those lessons where such teaching suggestions are appropriate. Several of the modules contain simulations or other learning activities to reinforce the appropriate goal statement.

Each module has supplementary readings which can be duplicated and handed to the participants either prior to or during the workshop. When there is a time frame for a module, the estimated time has included a period for perusal of the article during the workshop. If the materials are read in advance, the time estimates should be adjusted accordingly. A bibliography is also attached for those modules where it is appropriate.

Again, it should be noted that this set of materials is a guide to training administrators and counselors in the implementation of career education. It is not a prescription which should be followed unwaveringly. Some modules may be inappropriate for certain groups. It is the responsibility of the workshop facilitator to consider the individual differences within and between groups and to gauge the presentations accordingly.

It should further be noted that this implementation program is based upon the notion that there will be a time span between the end of one module and the beginning of the next. Since the entire program would take twenty to thirty hours at a minimum, and given the workshop regulations of the Department of Education, that would be a logical supposition.


1.0
CAREER EDUCATION
INFORMATION
2.0
CAREER EDUCATION
ORIENTATION
IMPLEMENT
CAREER EDUCATION
OR NOT
COUNSELOR FUNCTION
7.0
DEVELOP & IMPLEMENT
NEEDS ASSESSMENT
8.0
IMPLEMENTATION
INSTITUTIONALIZE
8.1
PREPARATION
& EVALUATION OF
COUNSELOR
MATERIALS
8.2
CONSULTATION
TO
SCHOOL PERSONNEL
8.3
INTEGRATION &
COORDINATION OF
SCHOOL &
COMMUNITY RESOURCES
ADMINISTRATIVE FUNCTION
3.0
TEACHER
INFORMATION &
ORIENTATION FOR
ADMINISTRATORS
3.1
IDENTIFY
CHANGE STRATEGY
4.0
PLANNING FOR
CAREER EDUCATION
IMPLEMENTATION
4.1
DEVELOP
PLANS FOR
CURRICULUM
PREPARATION
AND DIFUSION
4.2
PLANS FOR
RESOURCE
ALLOCATION
4.3
PLANS FOR
SCHEDULING
4.4
PLANS FOR
COMMUNITY
INVOLVEMENT
5.0
IMPLEMENTATION
OF
CAREER EDUCATION
5.1
SUPERVISION
OF
TEACHING
5.2
CURRICULUM
EVALUATION
6.0
EVALUATION
OF
CAREER EDUCATION
INSTITUTIONALIZE
CAREER EDUCATION

CAREER EDUCATION
ADMINISTRATORS & COUNSELORS
IMPLEMENTATION MODEL

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IMPLEMENTATION MODULE

Curriculum Evaluation

Several aspects of the planning of curriculum in career education were presented in the Planning Module IV (4.1). This module centers on aiding in the implementation of the curriculum.

When a career education curriculum is used in the schools, the relationship between the school and the community becomes more and more obvious and the need to develop a working partnership between the two parties becomes evident. At this point a career education community relations program should already be functioning and the time is ripe for school administrators and staff to begin to explore and develop the counterpart of school curriculum--that of community resources which could be used in career curriculum. Input from the community should be sought and this input may be acquired through the development of materials at the local level. There are a number of considerations to be kept in mind in selecting and utilizing community resources for career education. Selection of resources should be based on the nature of the population(s) being served, the student characteristics and career needs, objectives of the program, the setting in which it is to become operational, methods to be utilized, and the budget available.

The above listed criteria for selecting career resources can also apply to the educator who needs to evaluate commercial material. By focusing on the career implications of all academic areas as a reference point, the relevance of commercially produced materials in these areas of instruction may be ascertained. This is the basis used in the second lesson on the evaluation of commercially produced curriculum materials.

Career education curriculum must be found which facilitates student career development. Human and nonhuman resources which can be made available to both students and teachers must be located and students must be assisted in relating these resources, materials, and programs to their individual occupational explorations and to classroom projects. By acquainting teachers with the vast amount of resources and information available, they will be in a position to develop learning activities which will facilitate the development of individual potentialities, positive self-concept, sense of control over one's life, and the sense of purpose which are major goals of career education.

When evaluating career education materials, the educator must be aware that there has been a tremendous growth in the amount of commerical materials produced in the past few years. These materials vary in the degree to which they express the concepts and principles of career education. One must be cautious in evaluating the materials in terms of their accuracy, recency, readability, usability, appeal, comprehensiveness, and so forth. Are they actually career education materials because their titles portray them as such? Will they have a significant impact on the career education curriculum? Do they contribute to the larger goals of career education of the 1970's? These questions form the basis of a set of evaluation of commercial materials which is included in this module.

The final lesson in this module is an example of a practical use a principal might make of several of the other modules in developing a school level project in career education. Each activity is stated and an accompanying milestone chart is used to time frame the activity

This module consists of one lesson for each of the three goals. The goals covered are:

1. To make administrators aware of community resources which can be utilized in the development of a career education curriculum.

2. To present as a guide to administrators an evaluation of commercially produced curriculum materials, done by local teachers.

3. To utilize materials in this and other modules to prepare an action plan for a practical implementation of a career education project in a school.

Lesson 1

The first lesson focuses on the community as a source for the development of curriculum materials. There are many activities by industry and other community agencies that directly and indirectly involve the concept of career education. The alert administrator should be quick to recognize that a partnership might well be developed between the schools and the community. For example, the Bell Telephone System has an "Aids to Education Program," and the following is a statement of their rationale for establishing this program:

> "In today's rapidly changing society the effectiveness of basic institutions such as business and education is of the greatest importance. Concurrently, the increasing interdependence of these basic institutions has become a crucial factor in that effectiveness. In recognizing their responsibility to education, the Bell System companies endeavor to serve the needs of the educational system especially in those areas where we have particular competencies.
>
> Toward this end, the Bell System has developed and is continuing to expand its Aids to Education Program . . . ."

The full ramifications of school-community relations will be explored in the module on career education and community involvement (Module IV, 4.4). For curriculum proposed, we will present examples of types of curriculum resources from the community which can be used in the schools as well as off of the school grounds, in the work setting.

Goal 1: To make administrators aware of community resources which can be utilized in the development of a career education curriculum

Content

Career education has an occupational emphasis and for this reason some mistake strong community ties as making career education another term for vocational education. We have already established the fact that career education and vocational education are not identical, although there is a relationship. Likewise, we have stated that the thrust of the career education movement is that the curriculum of schools should provide a wide range of methods, alternatives and materials so that each may achieve to his or her best potential. Therefore, as a career education curriculum is developed in a school, the administrator and his staff must recognize that there are community resources in the form of people, materials and services that are useful and valuable for educational purposes. Any individual within or outside the school who can provide expertise to augment the learning situation by providing information about occupations, career training, life styles, skills, and/or career ladders, clarify requirement for obtaining jobs, or show the relationship between school learning and later job requirements is a valuable resource. Occasionally educators overlook the wealth of talent, expertise, and valuable experience available from individuals in the school environment. They are part of the larger community and through their hobbies, avocational interest, job experiences life styles and leisure time activities, they, too, are valuable resources in the search for enrichment of the curriculum.

Service resources are also provided from the community and involve primarily the exchange of personnel and/or facilities between school and community. Participation in educational advisory committees, workshops, work experiences, and company training opportunities for both students and educators are available. For example, many school programs can use community volunteers to work with school staff in providing volunteer resources in a wide variety of career, occupational and enrichment areas. These volunteers talk to students, classes, or small groups about specific occupational or subject matter concerns. In addition, they can arrange for students to visit career resource people at their work sites and/or to observe the occupational area.

Tutoring is another area for educators to explore as a method of adding resources to the curriculum. As an industry or school initiated activity, companies can be encouraged to offer employees released time to participate in an established student tutoring program, either on campus or at the industry site.

The business sector is generally very willing to cooperate with schools, especially in the area of career education. A major concern of business and industry, as pointed out in the Information Module, is that often applicants for jobs appear to know little about the world of work, are unable to fill out application forms, or to sit through an interview.

A well developed career education curriculum at the secondary level should provide each student with opportunities to sharpen his skills in these areas, whether or not he intends to enter the labor market upon graduation, or at a later time. Training students to be aware of these essential activities should be a cooperative venture with the school providing initial learning experiences followed by trial interviews with professionals from the business community.

Since the first contact a student generally has with a potential employer is the personnel division, a special effort should be made to involve this segment of industry in the school program. The use of a simulated interview with a student before a class and the resulting critique will provide valuable lessons to the entire group.

The principal should encourage activities of this type by providing scheduled time, the relevant pre-interview curriculum, and the linkage with the business community which facilitates such endeavors. When working with the community and utilizing its resources as a vital part of career education curriculum, a mechanism needs to be established by the educator to assure smooth and continued community use and involvement. There needs to be proper use of the resources, clear communication, and most importantly a clear understanding of responsibilities to the program and to the students as well as an understanding by the educator of the time constraints and interests of business.

The State Department of Education (DOE) has compiled a directory of resources from some of the major occupational clusters in the state: health, business, construction, etc. They have included the name of the organization, its address, and telephone number as well as the name of the contact person (see Appendix 1).

Many educators, aware of the need for community resources, may still be hesitant in using community resources because they are unsure of the procedure to use in locating and gathering these resources. For this reason, we have as the first reading, "How to Use Community Resources as Part of the Curriculum." This suggested procedure is delivered to the reader on a step-by-step basis beginning with the initial on-site interview and ending with step 7, the follow-up. The next article deals with specific activities which an educator may decide to implement from the school. In this article, we propose the role of the educator, industry, and the student, and the responsibilities of each. One of these activities, the on-site visitation, is further explored in the final article of this lesson, and we demonstrate what could be accomplished in such a visitation, complete with forms and brochures which can be provided by the industry.

HOW TO USE COMMUNITY RESOURCES AS PART OF THE CURRICULUM

A Step by Step Procedure*

You are a teacher, counselor, administrator, or district staff person. You need some stimulus for career education and you want to use community resources. How do you do it? Are there others in your school who have information they might share with you? How can you find out who would be best to assist you?

These and other questions are addressed in the following step by step instruction.

Community Resource Use: Step by Step

Before undertaking any new project that involves the community, one should find out if there are other efforts in the school that already use resources in the local community. If so, what are these resources, how are they being used, how often are they used, how many students are involved, and finally, are there any problems with the present program?

Step 1: Use a personal on-site interview as frequently as possible and practical. The visit to the site will provide an opportunity to see the contact's place of work and to view, on a limited basis, the work environment and kinds of activities carried out there.

Step 2: Establish rapport with the contact. Remember, the better one can communicate the more effectively you'll work together over a long period of time.

Step 3: Be specific about what you expect the community resource to do. Find out what limitations are and how much time can be devoted to your project. Respect the limits.

Step 4: Bring a brief project description to the personal interview. Leave it when you depart. Describe your activities briefly. Ask for feedback and questions. The interview can be the key to successful school/community projects.

Step 5: Keep communication channels open to the community. Stay in touch as the project operates. Correct and revise procedures where necessary.

Step 6: Stay alert to new possibilities. Your own list of community resource prospects will expand if you take every opportunity to seek additional contacts from community representatives.

Step 7: Follow-up. If a contact has been established and there is no follow-up, one may permanently alienate a valuable resource for yourself and others. Find out if there are problems and correct them.

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*Community Involvement in Career Education. Kindred, L. L. and Weimer, Thomas (co-editors), 1974.

EXAMPLES AND TIPS ON HOW TO UTILIZE COMMUNITY AS CURRICULUM

Implicit in the concepts of career education is the ability to bring the real world of the community into the classroom, and to send students out into the community. Thus, the school has an added dimension in helping students to prepare for productive lives since the community gives the students practical application of the theories and concepts they are being asked to learn in the classroom.

Community resources make a significant contribution to the education of students in almost every situation. People, places, and organizations provide the student with the sense of agency he or she needs in order to function effectively in society. However, this growing recognition of the effectiveness of the community may place a strain on the community members who are being asked to participate. School administrators and the career education coordinators need to be aware that the system of internal operation exists in different industries to assure that the use of the valuable time of the community resource is used to the optimum.

Pre-planning, which includes a clear description of the role and function of each of the three groups of participants, i.e., community resource personnel, school staff and the students, is properly delineated to all concerned. The next several pages include planning statements for five potential types of community-school involvement. Each statement contains a program description, criteria to be observed, the roles of the community person, the school personnel and the student. While these are not as inclusive as, for instance, a lesson plan, they provide tips which should be the minimum for school participation.

Program Activity: Field Trips

Purpose of Program. Field trips assist the teacher in relating subjects being taught in the classroom to job skills and tasks. They are also beneficial in broadening the students' knowledge of the unlimited occupations available in the community.

Grade Level. K-12.

Other Criteria. Criteria for field trips depend upon limitations placed by the sites being visited, such as:

1. Number of students,
2. Time of day,
3. Length of the visit,
4. Number of trips allowed per month, and
5. Grade level of students.

What the Educator Has To Do.

1. Be sure the tour guide has a clear understanding of what the educator expects the students to learn as a result of the trip.

2. Instruct the students on proper behavior, dress, and acceptable conduct during the vist.

3. Prepare an evaluation of the trip.

What Business and Industry Have To Do:

1. Attempt to show as many levels of occupations (with respect to education, experience, responsibility, salary, etc.) and working conditions as possible.

2. Consider allowing certain employees to display and/or demonstrate tools and equipment used in their occupations.

3. Point out the relationship between subject(s) the students are studying in school and the various types of work being done by the employees.

4. If possible, allow time for workers to be interviewed.

What the Student Has To Do.

1. Assist the teacher in preplanning.

2. Be courteous and observe the tour guide's directions.

3. Be observant and keep in mind the purpose of the field trip looking for those points on which you may be asked to make a report.

4. Express appreciation to the tour guide for the opportunity to visit.

Program Activity: Guest Speakers

Purpose of Program. The use of guest speakers in the classroom help to give the students accurate, firsthand information about the world of work.

Grade Level. K-12.

Other Criteria. Most speakers limit their presentations to one class period and one class. However, in some cases they will agree to make more than one presentation and/or to larger groups.

What the Educator Has To Do.

1. Advise the speaker of the general characteristics of his audience--ages, interests, abilities, and background in the topic area.

2. Inform the speaker of what is expected of him.

3. Prepare the students in advance of the presentation regarding proper behavior, etc.

What Business and Industry Have To Do.

1. Relate their topic to the immediate experiences and concerns of the students.

2. If possible, actively involve the students in the presentation.

What the Student Has To Do.

1. Be courteous and attentive during the presentation.

2. Come prepared to ask questions of the speaker, relating career education curriculum to information given by the speaker.

Program Activity: Occupational Advisor (Interviews)

Purpose of Program. Personal interviews can be arranged for a student or small groups of students as a means of obtaining firsthand information outside the classroom that is related to current course work or career interests on the part of the student.

Grade Level. 7-12.

Other Criteria.

1. Experience limited to sincerely interested and capable students.

2. Experience limited to time frame business and industry can allow.

3. Purpose and intent should be clear in the mind of the student.

4. This experience may be tape recorded or videotaped for later classroom use.

5. Contact person should be given prior knowledge of purpose, intent, and specific topic(s).

What the Educator Has To Do. They must prepare the student thoroughly as to direction, purpose, and technique. They should require a simulation before the interview and a report upon completion of the interview.

What Business and Industry Have To Do. Be willing to meet students and take time before the interview to think about the subject to be discussed to insure an unhurried, successful meeting. This type of experience often requires a student who is quick thinking and has the ability to ask clear, concise questions. Every opportunity should be given to help the student clarify interviewing procedures.

What the Student Has To Do. The student must carefully think through his purpose and decide the questions and direction he wishes the interview to take. Not only should he be as prepared as he can be, he should be well-groomed and courteous. The student should give the contact person prior knowledge as to the content of the interview so that the interviewee can have time to think about the subject which will be discussed.

Program Activity: Work Experience Program

Purpose of Program. To help high school students, especially grades 11 and 12, appreciate the work setting, determine the potential of that particular field for their life, and help them recognize that school and the outside world are not completely separate considerations.

Grade Level. High school.

Program Descriptors.

1. Students not only observe the world of work, but they also have actual involvement which may approach developing the entry level skills needed for any particular field.
2. Student involvement is for an average of eight hours per week for a minimum of eight weeks.
3. Students' work experience may occur in lieu of class participation. This participation may occur during either the regular school day or at other specified times.

What the Educator Has To Do. As the sponsor, he will:

1. Hold an informal conference with the student to determine the types of experiences the student desires. At this time, go over the memorandum of understanding the student will be developing with the employer.
2. Be sure the student receives his/her appointment form for the interview with the employer.
3. Collect all applications, appointment forms, memorandums of understanding, evaluations, and attendance reports from the student and forward them to the company.
4. Hold a conference with the student at the completion of the experience and possibly once during the experience.
5. Be the contact person for the student if a problem should arise.
6. Make sure the student receives the proper credit for participation in the program.

The coordinator of career education (counselor) will:

1. Be the liaison between the community and the schools.
2. Contact the business community to find placements for the students.
3. Set up an interview between the employer and the student. An appointment form will be sent to the sponsor for transmittal to the student.
4. Send a copy of the appointment form to the employer, along with suggested questions to be used during the interview. An employer/sponsor packet should be prepared.
5. Send a letter to the employer confirming the placement.
6. Send a copy of the confirmation to the sponsor and student. The student will also receive a supply of attendance reports.
7. Be the collecting agent for the applications, evaluations, attendance reports and any other necessary documents.
8. Send copies of the students and sponsors evaluations to the employers if requested.
9. Send copies of the employers' evaluations to the students and sponsors, if requested.

What Business and Industry Have To Do.

1. Interview the student to determine whether to accept or reject placing the student in a work experience station based on the interview.
2. If he decides to accept the student, discuss and assist the student in completing a memorandum of understanding.
3. Provide necessary work orientation for a successful experience.
4. Evaluate the student at the completion of the experience and possibly once during the experience.

What the Student Has To Do.

1. Have signed consent from his/her parents.
2. provide his/her own transportation.
3. Participate in an interview with the prospective employer. After the interview, return the appointment form to his/her sponsor.

4. Develop a memorandum of understanding with the employer to determine the types of experiences he/she is to receive on the job, and give to his/her sponsor.

5. Be faithful in attendance.

6. Arrive punctually at the assigned position.

7. Return the attendance report to sponsor at the end of each week.

8. Provide an evaluation of the experience to his/her sponsor at the end of the experience.

Program Activity: Work Exposure Program

Purpose of Program. This program is built around an expressed student interest in several occupational clusters and encourages the student to explore the occupations so that he or she can expand their understanding of those occupations.

Grade Level. Grades 6-12 with focus on 7-9.

Program Descriptors.

1. Students observe work settings and worker environments for at least ten hours.

2. The ten hours of work exposure may be limited to one site or can be designed to include several sites.

3. Students may be encouraged to participate in work exposure programs where they would limit their observations to several settings within a single job cluster, rather than attempt to observe several occupational clusters.

4. Observations may be arranged (1) on an individual basis, (2) in small groups, (3) as an extension of a class with a group, or (4) for double classes.

5. Work exposure programs are usually conducted as part of an existing class.

6. Student observations are normally accomplished during the school day.

7. No credit is awarded beyond that which is earned in the student's regular class.

What the Educator Has To Do.

1. The counselor will be the liaison between the community and the schools.

2. The counselor will contact the business community to find placements for the students.

3. The teacher will conduct pre- and post-activities to the occupations being explored in order to make the experience meaningful.

4. The teacher will evaluate the experience.

What Business and Industry Have To Do.

1. Attempt to give the students as much information regarding their occupation as possible.

2. Relate the subjects being taught in school to the type of work being observed.

3. If possible for individual work exposure situations, provide some "hands on" activities.

4. The participating agency may be asked to evaluate the experiences.

What the Student Has To Do.

1. If it is an individual work exposure, the student must provide his own transportation.

2. The student should be prepared with questions to ask employees.

3. The student should have some awareness of the occupations they will be viewing and some type of preparation or knowledge of what to expect.

ON-SITE VISITATIONS

One outstanding type of community resource which may be over-used and even on occasion misused by educators is the on-site visitation. Operational considerations in planning and executing on-site visitations are most adequately chronicled in the Department of Education publication, A Manual of Educational Field Trips to Business and Industry for Hawaii's School Teachers and Students (TAC 72-4234, March 1972), and do not need restatement in this module. The purpose of this section of the module is to suggest a quality control mechanism which can be used by schools to aid administrators and career education coordinators in scheduling the most productive community visitation. Some of the tours developed by business and industry for use with student groups have been ill-prepared in at least two ways. First is the lack of awareness of how to speak to students of different age groups, and the second is the lack of understanding of what the students need to know about the particular work situation as it is related to their stage of career development. The educational personnel must share responsibility in this regard and need to spend time with members of the occupational community in aiding them to see what is needed and to begin to consider the particular developmental level of the students who will be involved.

A sample of on-site visitation forms that have been used by educators is provided on page 16. Depending on the purpose of the visitation and the age level of the students, different froms or briefings should be utilized to maximize the uses of the visitation. The following materials are provided as an example of what can be done. Portions of the form may even be used as a post evaluation by students. As the visitations occur over time, the file will become more complete which in turn will allow teachers to do more complete per visitation teaching about a particular industry.

All of the uses of the occupational information collected from business and industry need to be fully explored by educators and students.

Several businesses, well aware of and interested in the development of better rapport between the school and the community, have compiled information packets for the use of educators. These are primarily informative with generalities about the industry. However, upon request by the educator, with the cooperation of the contact person in industry, these packets can include specific information such as types of jobs in the industry, job descriptions, and career ladders, as well as pay scales for different jobs. We have included part of a packet which was compiled by Island Holiday Resorts (Appendix 2). Island Holiday Resorts is part of the Hawaii visitor industry which operates ten hotels throughout the islands. Depending upon the grade level of the students and the classroom curriculum provided by the teacher, these types of materials could be excellent in introducing students to many facets of career education. For example, an elementary teacher may wish to have information of general occupations in an industry and perhaps some pictures of people at work. An intermediate level teacher would be able to use the materials in Appendix 2, which contains a comprehensive introduction to the industry, as well as the many people and types of jobs needed to keep things moving smoothly. Wages are shown next to the appropriate job classification. Also included is a list of the jargon used in the business and the definition for each. The high school teacher may need a different type of information depending on their class and their lesson plan.

Educational Administration 775
Visitation Guide

Company visited: ______________________ Date: __________

Location: ______________________________

Average number of employees: ______________________

Employment contact/s: ______________________

Entry level job classifications and summaries of duties -- see reverse side

Typical educational requirements for entry level jobs: __________
____

Normal workday and work week: ______________________
____

Typical starting wage/salary for entry level positions: __________
____

Dress regulations: ______________________

Peak seasons of employment: ______________________

Employee benefits provided:
(check)

--- Group life insurance
--- Pension plan
--- Profit sharing plan
--- Hospital/medical plan
--- Other ______________________
____

--- Dental plan
--- Paid sick leave
--- Paid holidays
--- Paid vacations

Opportunities and provisions for training: ______________
____

Work environment & job relationships: ______________
____

Employer-employee relations: ______________________
____

Other notes: ______________________
____

ENTRY LEVEL JOB CLASSIFICATIONS AND SUMMARIES OF DUTIES

Job Title: ____________________

Duties: ____________________

____

Career Ladder Potential: ____________________

____

****

Job Title: ____________________

Duties: ____________________

____

Career Ladder Potential: ____________________

____

****

Job Title: ____________________

Duties: ____________________

____

Career Ladder Potential: ____________________

____

****

Job Title: ____________________

Duties: ____________________

____

Career Ladder Potential: ____________________

____

****

Additional Comments: ____________________

____

____

____

RESOURCE INVENTORY

Schools need to identify and to classify business and industry resources that support educational programs. The following inventory is to locate work stations, facilities, speakers, and funds to support Career Education.

1. What size groups could visit your Business or Plant?

__________(Large: 20+) __________(Small: 2 - 10)

___ __________(Medium: 10 - 20) __________(Individual: 1 to 1)

2. Would you be willing to speak or demonstrate your occupation in the School?

_____ Yes _____No

3. What funds are earmarked by your company to support local educational agencies?

__________($100/year) __________($1000+/year)

__________($100 - $500/year) __________(Other: __________)

__________($500 - $1000/year)

4. Would your firm hire part-time employees from the school?

______Yes _______No

5. Would you be willing to explore cooperative activities with the School?

______Yes _______No

6. Are there career information materials, seminars, or on-site training opportunities in your business? Would you be willing to share these with the school?

_____Yes _______No

7. Would you be willing to participate in career development activities sponsored by the school?

_____Yes _______No

Lesson 2

A commonly used definition of the word evaluation is that it is for the purpose of improving future performance. Curriculum has previously been defined as the set of learning experiences of the student while he is in school. Generally, a major part of any curriculum is the materials used by the students and teachers to enhance the student experience. Since prepared materials are often quite expensive and constitute a major portion of the supply budget of a school, careful analysis is an important aspect of the curriculum. While it is impossible to analyze and evaluate all of the materials currently developed for career education, this lesson provides a reasonable sampling.

Goal 2: To present as a guide to administrators an evaluation of commercially produced career curriculum materials done by local teachers.

Content

The second lesson consists of a sampling of curriculum evaluations by Department of Education teachers who have been trained through the career education teacher cadre training workshops. From their evaluations we have prepared a brief analysis of the types of curriculum materials available as well as some of the implications that commercially prepared materials have for Hawaii's youth. We also recognize that as of this date, career education is not a formal part of the Department of Education's Approved Instructional Materials (AIM). Realizing that career education curriculum should not be a separate subject area in the AIM, it is hoped that career education concepts and philosophy will be incorporated into the criteria that the AIM utilizes.

Curriculum Evaluations

During the summer of 1976 three teachers from the Hawaii public schools agreed to evaluate a representative sampling of current career education materials that were available from school districts, the Department of Vocational Education (Career Information Center), and from personal sources.

The teachers who were engaged in this task represent all three levels--elementary, intermediate and secondary--of schools which are part of the organizational structure of the Department of Education. Each teacher was supplied with the curriculum materials to be evaluated, evaluation forms, and a set of criteria which she was to employ in making her evaluation. A sample of the evaluation sheet and the criteria employed in the evaluation follow.

The completed evaluation of the curriculum materials are found in the section of this lesson marked "Materials Section." The evaluation forms indicate that there are several commercially produced materials which the teachers rated strong and recommended for use with students in the appropriate grade levels. Others appear to be satisfactory but will need to be supplemented by teacher developed subsidiary materials. Others grade out as weak on certain aspects and the recommendation is to defer. The comments also infer that the teacher attitude and manner of teaching will be important in the final determination of the value of the material.

Although this section on materials evaluation deals just with evaluation of the materials, the administrator must realize that the next step for using career education resources is to assure that the materials are indeed used. How to get the career education materials and community resources used in meaningful ways becomes a key to the effectiveness of career education in the school. This is not just up to educators, but students, if they are to become independent decision makers controlling their own destiny, will need ways to develop this independence in use of resources in planning and decision making and not be spoon fed every step of the way. They will need to learn to identify those resources most appropriate to their own goals but also appropriate to their own learning styles.

Teaching Tips

This lesson has little similarity to most of the others presented in the various modules. It is essentially an information lesson about a sampling of materials which principals and teachers may wish to purchase when infusing the career education concepts into the curriculum.

Perhaps the more important aspects of the lesson is that it establishes a model for an in-school evaluation of materials, either before or after purchase. The criteria are quite suggestive, as well as inclusive. The form contains a wealth of information on a single page, which can easily be stored in a curriculum materials file. Use of the model will enhance the probability that the materials to be purchased will give the greatest utility to the school and the teachers therein.

CRITERIA FOR EVALUATING CAREER DEVELOPMENT MATERIALS

1.0 Technical considerations

1.1 Is the material presented in a suitable package (i.e., durable and easy to store and access)?
1.2 If the materials are in a kit or program format, can individual parts or sections be used separately and/or replaced separately?
1.3 Does the material have quality composition, photography, sound production?
1.4 Is the type of media appropriate for the intended audience?
1.5 Is the material physically easy to use?

2.0 Scope

2.1 Does the material generally address itself to: (indicate in comments)

- career awareness?
- decision making?
- value structure?
- skill awareness?
- educational awareness?
- self awareness?
- attitudes and appreciations?
- economic awareness?
- employability skills?

2.2 Does the material have a clear focus?
2.3 Does the material go beyond job/occupation and reflect the psychological and sociological involvement of the worker?
2.4 Is the material internally consistent?
2.5 Can the material be integrated into the existing curriculum?
2.6 Does the material have inter- and/or multi-disciplinary implications?
2.7 Will different learner outcomes be realized if the material is used independently as opposed to using it within an instructional sequence within the total program?

3.0 Validity of materials in terms of need

3.1 Would the content appeal (be motivational) to the intended audience?
3.2 Is the reading level/vocabulary commensurate with the intended audience?
3.3 Is the concept load appropriate for the intended audience?
3.4 Do students need to have specific basic entry skills to use the material effectively?
3.5 If the reading level is appropriate but the content lacking in some respects, can the latter be supplemented adequately so that the material is acceptable?
3.6 Are conversational messages communicated in appropriate "forms of usage?"

4.0 Methodology

4.1 Can the material be used effectively without adaptation or modification?
4.2 Can the material be used effectively without special expertise?
4.3 Can the material be used without a detailed introduction or explanation?
4.4 Does the material require considerable additional followup?
4.5 Does the material include suggestions for effective strategies and/or related instructional activities? (teacher's guides)
4.6 Does the material require any testing or surveying of students?
4.7 Can the material be utilized within normal time constraints?
4.8 Is the material designed to be used individually? Is it suitable for small groups? entire class? (indicate)
4.9 Can the material be used without teacher direction?

5.0 Authenticity

5.1 Are the authors authorities in their field?
5.2 Has the material been field-tested?
5.3 Does the material present a realistic picture (positive and negative aspects of career)?
5.4 If the material is vocationally oriented, does it reflect true attitudes of workers?
5.5 Is the information presented current? (What is the original copyright?)

6.0 Viewpoint

6.1 Is there equal representation of women in varied positions?
6.2 Is there equal representation of minorities in varied positions?
6.3 Are women shown at policy-making levels?
6.4 Are women shown in authority positions over both men and women?
6.5 Are minorities shown at policy-making levels?
6.6 Are minorities shown in authority positions over both other minorities and whites?
6.7 Does the material avoid stereotypes (certain types of people or sexes in particular occupations, levels, etc.)?
6.8 Is the material truly multi-cultural (showing several cultural groups)?
6.9 Does the material deal with interpersonal relations at the student level? at the occupational level?
6.10 Does the material accurately reflect a range of values as opposed to emphasizing only white, middle-class values?
6.11 Is the author's bias non-existent in the material? (Are their obvious put-downs or ridicule?)
6.12 Are all people treated with dignity regardless of age, economic position, etc.?

7.0 Special considerations

7.1 Is there an existing alternative for presenting the same concepts?

7.2 Have all special strengths or weaknesses of the material been covered?

7.3 If the material has identifiable weaknesses, can they be tolerated?

7.4 Can supplementary aids be prepared to strengthen any weakness? (Specify)

7.5 Is cost justified on the basis of: number of students reached? No other comparable and less expensive material available? The need to buy equipment necessary for using the material? District philosophy and goals?

Career Education Materials Evaluation Form

Title ______________________ Author /Publisher / Distributor ______________________

Copyright/Pub. Date ______________________ Publisher Address ______________________

Cost ______________________ Type of material (Lit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

Technical description (length, components, packaging, etc.)

Publisher's recommended level ____________

Committee's recommended level ____________

Subject Area (s): ____________

Uses: ____________
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:

	5 4 3 2 1 Strong	Weak	Can be supple-mented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS				
SCOPE				
VALIDITY: NEED				
METHODOLOGY				
AUTHENTICITY				
VIEWPOINT				
SPECIAL CONSIDERATIONS				

Signature /School / Position / Date ______________________

Recommended: ______________________
Yes / ? / No / Defer

MATERIALS SECTION

Career Education Materials Evaluation Form

Title McKnight Elementary Career Program
A Highway Guide to Work and Play
Teacher's Guide for Awareness Level One

McKnight Publishing Company
Author /Publisher /Distributor

Copyright/Pub. Date 1973

Bloomington, Illinois 61701
Publisher Address

Cost $2.25

Set of 6 Teachers Manual
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

Set of six (6) 74-page Manuals
Technical description (length, components, packaging, etc.)

Publisher's recommended level 1
Committee's recommended level 1
Subject
Area (s): Integrated
Uses: Teacher
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: Getting Started Awareness Level One, assists students in becoming aware of what they know of themselves (interests, abilities, attitudes, values, needs, etc.) and their environment, emphasizing affective learning.

Teacher's Guide presents purpose, procedures, infused subjects, and related activities.

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS	X			Teacher's Manual includes sample from an activity booklet to implement the program. Activity booklets for each student is necessary. Costs?
SCOPE	X			
VALIDITY: NEED	X			Lessons developed sequentially, therefore skills, concept development can be handled by students of this level. Motivational program.
METHODOLOGY	X			Stresses developmental steps in acquiring skills and concepts. Emphasizes instructive process, i.e., strategy is teacher directed.
AUTHENTICITY	X			Teachers, students, administrators, writers, artists, were involved in developing the program.
VIEWPOINT	X			Students explore values as related to decision making. Values are not imposed - alternatives are presented, discussed and students arrive at own conclusions.
SPECIAL CONSIDERATIONS				

Hahaione Elementary School Teacher 9-'76
Signature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Title McKnight Elementary Career Program Teacher's Guide for Awareness Level Two, "Moving On"

McKnight Publishing Company
Author /Publisher /Distributor

Copyright/Pub. Date 1973

Bloomington, Illinois 61701
Publisher Address

Cost $2.25

Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

74-page Teacher's Manual
Technical description (length, components, packaging, etc.)

Publisher's recommended level 2
Committee's recommended level 2
Subject
Area (s): Integrated subject matter
Uses: teacher
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: Moving On
Awareness Level Two is based on the premise, "Individuals learn about themselves through process of social experience and human activity". Individual work and play is emphasized. These activities help children sort, classify, store, retrieve, and communicate information when working and playing.

	5 4 3 2 1			
	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS	X			
SCOPE	X			
VALIDITY: NEED	X			
METHODOLOGY	X			
AUTHENTICITY	X			
VIEWPOINT	X			
SPECIAL CONSIDERATIONS				

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Hahaione Elementary School Teacher 9-'76
Signature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Title McKnight Elementary Career Program
A Highway to Work and Play
Teacher's Guide for Awareness Level Three

McKnight Publishing Company
Author /Publisher /Distributor

Copyright/Pub. Date 1973

Bloomington, Illinois 61701
Publisher Address

Cost $2.25

Set of 6 Teacher's Manuals
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

One of six 74-page manuals.
Technical description (length, components, packaging, etc.)

Publisher's recommended level 3
Committee's recommended level 3
Subject
Area (s): Integrated subject matter
Uses:
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: Traveling Together consists of 16 issues (lessons) which emphasize the development of understanding tha people depend on each other during work and play.
Values related to the words responsibility, dependency, cooperation are developed.

	5 4 3 2 1			
	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS	X			
SCOPE	X			
VALIDITY: NEED	X			
METHODOLOGY	X			
AUTHENTICITY	X			
VIEWPOINT	X			
SPECIAL CONSIDERATIONS				

Hahaione Elementary Teacher 9-'76
Signature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Title: McKnight Elementary Career Program
A Highway to Work and Play
Teacher's Guide for Awareness Level Four

Author/Publisher/Distributor: McKnight Publishing Company

Copyright/Pub. Date: 1973

Publisher Address: Bloomington, Illinois 61701

Cost: $2.25

Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.): Set of 6 Teacher's Manuals

Technical description (length, components, packaging, etc.): One of six 74-page manuals

Publisher's recommended level: 4
Committee's recommended level: 4
Subject Area (s): Integrated subject matter
Uses:
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: Changing Signals includes 16 issues (lessons) on the concept of change and its effect or impact on a person's concept of "self".

	5 4 3 2 1 Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS	X			
SCOPE	X			
VALIDITY: NEED	X			
METHODOLOGY	X			
AUTHENTICITY	X			
VIEWPOINT	X			
SPECIAL CONSIDERATIONS				

Signature/School/Position/Date: Hahaione Elementary School Teacher 9-'76

Recommended: Yes [✓ X] / ? / No / Defer

Career Education Materials Evaluation Form

itle McKnight Career Awareness Program
A Highway to Work and Play
Teacher's Manual for Awareness Level Five

opyright/Pub. Date 1973

ost $2.25

McKnight Publishing Company
Author /Publisher /Distributor

Bloomington, Illinois 61701
Publisher Address

Set of 6 Teacher's Manuals
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

One 74-page teacher manual.
echnical description (length, components, packaging, etc.)

ublisher's recommended level 5
ommittee's recommended level 5
ubject
rea (s): Integrated
ses:
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: Making Decisions
Students examine personal goals and begin making tentative decisions related to their future. Sixteen (16) lessons develop the student's understanding of "self" and identify ways the family, community, work, and leisure can help to meet individual needs.

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS	X			
COPE	X			
VALIDITY: NEED	X			
ETHODOLOGY	X			
UTHENTICITY	X			
IEWPOINT	X			
SPECIAL ONSIDERATIONS				

Hahaione Elementary School Teacher 9-'76
ignature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle McKnight Elementary Career Program
A Highway to Work and Play
Teacher's Guide to Awareness Level Six

McKnight Publishing Company
Author /Publisher /Distributor

Bloomington, Illinois 61701
Publisher Address

opyright/Pub. Date 1973

ost $2.25

Set of 6 Teacher's manuals
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

One 74-page teacher manual
echnical description (length, components, packaging, etc.)

ublisher's recommended level 6
ommittee's recommended level 6
ubject
rea (s): Integrated
ses:
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: Turning Points
Sixteen Issues presented as separate lessons examine the relationship of self image, educational environment, world of work, to enhance the developmental process of setting goals and choosing a career. Beyond the awareness of "self" students examine process (managing, developing, producing, providing, selling) environments, skills and language of work.

	5 4 3 2 1			
	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS	X			
COPE	X			
VALIDITY: NEED	X			
ETHODOLOGY	X			
UTHENTICITY	X			
IEWPOINT	X			
PECIAL ONSIDERATIONS				

Hahaione Elementary School Teacher 9-'76
ignature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Lawrence Senesh/ SRA
Author /Publisher /Distributor

itle
Our Working World Families Problems Book

Palo Alto
Publisher Address

opyright/Pub. Date
1973

Problems Book -- paper back
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

ost

Single 8" X 10" paperback; 64 pages
echnical description (length, components, packaging, etc.)

ublisher's recommended level
ommittee's recommended level K-1
ubject
rea (s): Social studies, language arts
ses: Individual
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:
A student's paperback booklet which includes problems for individual students to reinforce basic concepts in economic efficiency and civic responsibility.

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS		X		Pictures too small for grade level considered. Pages cluttered could be overwhelming, dependent on type of lesson which precedes the problem.
COPE	X			Content, concepts outlined emphasize relationship of self, family in an economic system.
VALIDITY: NEED				Concepts presented need development.
METHODOLOGY		X		Am not sure what methodology used. Problems deal with selecting the right answer, rather than developmental understanding of the concepts.
AUTHENTICITY		X		Many of the pictures are out of context. Unless the teacher does a developmental lesson prior to activity, lesson could be misleading, students may draw inappropriate conclusions.
VIEWPOINT				
SPECIAL CONSIDERATIONS				Content, concepts are basic in the development of civic, economic understandings. However, presentation of illustrations and methodology of the problems book limit use of material.

Hahaione Elementary School Teacher 9-'76
ignature /School / Position / Date

Recommended: Yes / ? / No / [✓ Defer]

Career Education Materials Evaluation Form

Title: You and Me

Shackelton, Peggy. Ginn & Co.; Xerox
Author /Publisher /Distributor

Copyright/Pub. Date: 1972

Lexington, Massachusetts 02173
Publisher Address

Cost:

Set of 48 study prints
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

Set of 48 study prints (size not indicated)
Technical description (length, components, packaging, etc.)

Publisher's recommended level: K
Committee's recommended level: K
Subject area (s): social studies, language arts, oral discussions.
Uses: Enrichment, group
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: You and Me consists of 48 study prints used in data in examining basic ideas, institutions, interrelationships with an emphais on human beings through a process oriented strategy.

	5 4 Strong	3 2 Weak	1 Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS	X			Photographs are clear. In teacher's manual, appear to be large enough for group to see.
SCOPE	X			In comparing the scope and sequence of You and Me and the 4 major goals of Career Development You and Me provide experiences which meet the ~~4 goals at K level. Emphasis on self-awareness~~.
VALIDITY: NEED	X			
METHODOLOGY	X			Emphasizes inductive process to teaching and learning. Teacher's guide includes detailed suggestions on use of photographs.
AUTHENTICITY	X			Current photographs which depict basic situations in development of "self" and development of "social" relationships.
VIEWPOINT	X			
SPECIAL CONSIDERATIONS	X			1. Questions are suggested for Teacher use. 2. Key concepts, generalizations, objectives, are stated for each lesson.

Hahaione Elementary School Teacher 9-'76
Signature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Popeye and Fine Arts and Humanities Careers
Title

1973
Copyright/Pub. Date

Cost

Joe Gill, writer; King Features
Author /Publisher /Distributor

235 E., 45th street, N.Y.,N.Y. 10017
Publisher Address

comic book
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

31-page colored comic book
Technical description (length, components, packaging, etc.)

Publisher's recommended level
Committee's recommended level 4 and above
Subject
Area (s): social studies, guidance, civic respon.
Uses: enrichment, individual
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:
Presents the variety of occupations in humanities and fine arts.

	Strong 5 4 3	Weak 2 1	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS				
SCOPE				
VALIDITY: NEED				
METHODOLOGY				
AUTHENTICITY				
VIEWPOINT				
SPECIAL CONSIDERATIONS				

Hahaione Elementary School Teacher 9-'76
Signature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle
Popeye and Personal Service Careers

Joe Gill, writer; King Features
Author /Publisher /Distributor

opyright/Pub. Date
1973

235 E, 45th Street, N.Y., N.Y. 10017
Publisher Address

ost

Comic book
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

31- page colored comic book
echnical description (length, components, packaging, etc.)

ublisher's recommended level
ommittee's recommended level 4 and above
ubject
rea (s): social studies, guidance
ses: enrichment, individual
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:
Presents a variety of occupations in personal service careers, jobs that are done directly for people. Develops an understanding of the development of occupations based on needs of society, relationship between education and work relationship between responsibilities and rewards in work, lifestyles and occupations.

	5 4 Strong	3 2 Weak	1 Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS	X			
SCOPE				
VALIDITY: NEED				
METHODOLOGY				
AUTHENTICITY				
VIEWPOINT	X			
SPECIAL ONSIDERATIONS				

Hahaione Elementary School Teacher 9-'76
ignature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle
Kenny Career in Transportation Land

Gealt, Rochelle. Voc-Tech. Curriculum Lab.
Author /Publisher /Distributor

opyright/Pub. Date
1975

Rutgers - The State University Bldg.
Publisher Address

ost

Paperback Teacher's Manual
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

Paperback, Teacher's Manual
echnical description (length, components, packaging, etc.)

blisher's recommended level K-1
ommittee's recommended level K-1
ubject
rea (s): math, language arts, soc. studies, etc.
ses: teacher
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: This is the first volume of a series of activity books for th K-1 students on careers in transportation. The manual includes materials for the teacher including lesson objectives, narration activities, resources and student materials designed to integrate basic math, reading skills and career understanding.

	5 4	3 2	1	
	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS	X			Volume includes teacher resource units and activities in one manual.
SCOPE			X	Careers introduced described generally; basically to develop awareness on the part of the student.
VALIDITY: NEED			X	Activities could be motivational factor. However, as mentioned in "methodology" concepts need to be identified and developed beyond activities presented in the lesson plan.
ETHODOLOGY			X	Lesson plans emphasize activity oriented procedure integrating basic reading, math skills, and career awareness. Lesson plans are general and therefore need to be modified by individual teacher.
UTHENTICITY	X			Written under the statewide curriculum development project conducted by the New Jersey Curriculum management center.
VIEWPOINT			X	Dependent on nature of resources selected by the teacher.
SPECIAL ONSIDERATIONS			X	Suggestions: use as a resource unit. Strength -- activity oriented Weakness -- teachers need to develop or adapt lesson to include development of concepts related to careers in transportation.

Hahaione Elementary School Teacher 9-'76
ignature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Title Agriculture for Little People

Copyright/Pub. Date 1975

Cost

Gasior, Albert G. . Voc.-Tech. Curriculum Lab.
Author /Publisher /Distributor

Rutgers--The State University; New Jersey
Publisher Address

Paperback Teacher's Manual
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

Technical description (length, components, packaging, etc.)

Publisher's recommended level K-3
Committee's recommended level K-3
Subject
Area (s): Social studies, integrated
Uses: teacher
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: A basic guide for the introduction of agriculture: relationship between school, work, play; neighborhood workers; role of workers; agriculture in our lives; careers in agriculture.

	5 4 3 Strong	2 Weak	1 Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS				Volume includes teacher's guide, sample activities for units.
SCOPE		X		Very general outline -- no factual information presented.
VALIDITY: NEED			X	
METHODOLOGY		X		A section of the manual entitled "An Approach to Teaching Agriculture At K-3 Level " gives a brief summary on "Beliefs About Children Learning".
AUTHENTICITY				Teachers need to develop own units. Suggestions in guide are general, limited; may not be useful to teacher.
VIEWPOINT				A list of resources is included in the manual: aids, films, pamphlets, organizations.
SPECIAL CONSIDERATIONS				A few units may be used by teachers in Hawaii. However, units are based on conditions unique to New Jersey. Suggestions could be adapted to setting in Hawaii.

Hahaione Elementary School Teacher 9-'76
Signature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Voc.-Tech. Curriculum Laboratory

Title
Reading: Career Oriented

Dr. Evelyn B. Slobodzian
Author /Publisher /Distributor

Copyright/Pub. Date
1976

Rutgers -- The State University
Publisher Address

Cost

Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

169-page manual
Technical description (length, components, packaging, etc.)

Publisher's recommended level K-6
Committee's recommended level K-6
Subject Area (s): Reading
Uses: Teacher
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: Provides a framework from which the teacher can select activities to use with reading materials to increase career awareness. For each career or job, there are directed reading activities, learning centers activities. These serve exploratory functions as well as reinforcement.

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS				169-page manual
SCOPE				
VALIDITY: NEED				
METHODOLOGY				Activities could be developed by teacher into specific lesson plans as suggestions are general and broad.
AUTHENTICITY				Depends on teacher use of activity.
VIEWPOINT				Depends on teacher use of activity.
SPECIAL CONSIDERATIONS				If teacher using any of readers listed, this resource manual should be helpful as a guide in integrating Reading and Career Awareness.

Hahaione Elementary School Teacher 9-'76
Signature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle
My Career Work Book I

opyright/Pub. Date
1974

ost

40-pages
echnical description (length, components, packaging, etc.)

Len Epstein, Illust. Career Futures Inc.
Author /Publisher /Distributor

11035 Strathmore, Westwood Village, Ca. 90024
Publisher Address

Activity Booklet, paperback
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

ublisher's recommended level K-1
ommittee's recommended level K-1
ubject
rea (s): Independent Activity
ses: independent
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: This is an activity booklet which emphasizes what workers do and what they use to do their work. Each of the 17 occupations in this booklet is presented with a picture for students to color and a worksheet which require students to list the work the person does and the things he/she uses to do the work.

	5 4 3 Strong	2 1 Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS				
SCOPE		X		Just examines two areas: what job is; what tools necessary to accomplish job. This is too limiting.
VALIDITY: NEED				Students may follow through with activity, coloring and answering two questions independently. However, because of list required for 17 jobs, task may lack motivation.
METHODOLOGY				
AUTHENTICITY				
VIEWPOINT				
SPECIAL ONSIDERATIONS				I am sure that teachers could think of more motivational activities activities that would be worthwhile for students.

Hahaione Elementary School Teacher 9-'76
ignature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Title Lincoln County Exemplary Program Elementary School Project for Level One Career Awareness

Lincolun County Board of Education
Author /Publisher /Distributor

Copyright/Pub. Date

Hamlin, West Virginia
Publisher Address

ost

Paperback - Teacher Resource Unit
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

73-page paperback
echnical description (length, components, packaging, etc.)

Publisher's recommended level 1 -
Committee's recommended level 1-2
Subject
Area (s): social studies, language arts
Uses: teacher
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: Manual includes: resource units to promote career awareness and understanding of self using the family as the central focus; resource bibliography of books, records, filmstrips, songs, films, etc.

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS				
SCOPE			X	General list of activities.
VALIDITY: NEED				See methodology
METHODOLOGY		X		~~To be used as a resource unit for activities.~~ Activities are not developmental in nature. Merely requires gathering information and presentation of information gathered. Teacher needs ~~to develop own strategy to develop concepts.~~
AUTHENTICITY			X	Concept, skills appropriate for given level.
VIEWPOINT				
SPECIAL CONSIDERATIONS		X		Hawaii's guide could be used just as effectively.

Hahaione Elementary School Teacher 9-'76
Signature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle Lincoln County Exemplary Program Elementary School Project for Level Six Teacher Resource Unit and Occupational Awareness Test.

opyright/Pub. Date

ost

Lincoln County Board of Education
Author /Publisher /Distributor

Hamlin, West Virginia
Publisher Address

Paperback Teacher Resources Unit
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

77 pages
echnical description (length, components, packaging, etc.)

ublisher's recommended level 6
ommittee's recommended level 6
ubject
rea (s): integrated into all subjects
ses: teacher
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: Manual includes: resource units to promote career awareness and understanding of the world of work; includes units on postal service, careers in music, news media; resource bibliography; occupational awareness test teacher background information on teaching strategies, evaluation, etc.

	5 4 Strong	3 2 Weak	1 Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS				
COPE			X	Basically concerned with job and job description.
VALIDITY: NEED		X		Generalization state for each unit. However, concepts not clearly identified so students could arrive at generalization.
ETHODOLOGY		X		Lists a set of activities for each unit from which teacher needs to design developmental strategies to achieve goals stated in manual.
UTHENTICITY	X			Field tested in Lincoln County which showed a positive effect on language, math achievement, and occupational awareness as result of use of program.
IEWPOINT				
PECIAL ONSIDERATIONS				General activities could be useful, however, teacher needs to develop own strategy if students are to gain a broader understanding than just jobs and descriptions.

Hahaione Elementary School Teacher 9-'76
ignature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle Cobb County Occupational and Career Development Program.

Illinois Curriculum Management Center
Author /Publisher /Distributor

opyright/Pub. Date

Publisher Address

ost

Set of 9 Teacher's Manuals
Type of material (kit, 8 mm., filmstrip. 16 mm., tape, etc., etc.)

Set of 9 Teacher's Manuals, 17-19 pages per manual.
echnical description (length, components, packaging, etc.)

ublisher's recommended level ______
ommittee's recommended level ______
ubject
rea (s): Integrated into subject areas.
ses: ______
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: A set of resource guides which includes a range of ideas for classroom activities gathered from teacher's classroom expereiences and suggested resources teachers may select. Teachers need to develop teaching units unique to their own particular classes. Guides include: objectives, concepts, motivation and study activities, evaluation, materials list, etc.

	Strong (5 4 3)	Weak (2 1)	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS				
COPE			X	Each manual contains occupational information an description. Job entry, preparation, general requirements, working conditions and benefits for teacher information.
VALIDITY: NEED				Objectives, concepts listed for each unit. However, teachers need to select appropriate concepts, objectives, dependent on needs, level of students.
ETHODOLOGY			X	Being that this is a resource unit, strategy wil be developed by individual teachers.
UTHENTICITY				Teachers will need to examine resource materials listed and evaluate them before using them.
IEWPOINT				
SPECIAL ONSIDERATIONS				Teacher could select from the multitude of suggestions. Effectiveness of teaching unit is dependent upon teachers understanding of career development and teaching strategy employed.

Hahaione Elementary School Teacher 9-'76
ignature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Parramore, Barbara M.
Hapke, William E. Career Futures, Inc.
Author /Publisher /Distributor

itle
Children's Dictionary of Occupations

Philadelphia, Pa. 19103
Publisher Address

opyright/Pub. Date
1974

ost

Type of material (Lit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

Paper back book, 104 pages
echnical description (length, components, packaging, etc.)

ublisher's recommended level
ommittee's recommended level grades 3-8
ubject
rea (s): Can be used with any subject area.
ses: Resource- reference language experiences.
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: This is a children's dictionary of over 300 jobs with illustrations, definitions, and guide to pronounciation. A page of "user's guide" lists suggestions for use.

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS	X			Arrangemnt of dictionary format with caricatures, print effectively arranged.
SCOPE			X	Definitions or descriptions of occupatons given describe the "what it is" of the occupation. Basically to develop awareness of the occupations.
VALIDITY: NEED			X	Although directed for primary levels, definitions include words, concepts, that may be too difficult for that level.
ETHODOLOGY			X	A set of 10 suggested activities is included. Using these suggestions, teachers could adapt and expand ideas. Dependent on activity, objectives could be used by individuals, small or large groups
UTHENTICITY	X			Includes factual information.
IEWPOINT	X			Basically factual.
PECIAL ONSIDERATIONS				Dictionary type format makes it possible for classroom teacher to use material in a variety of ways.

Hahaione Elementary School Teacher 9-'76
ignature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Title: Popeye and Marketing and Distribution Careers

Author /Publisher /Distributor: Joe Gill, writer. King Features

Copyright/Pub. Date: 1973

Publisher Address: 235 E., 45th st., N.Y., N.Y. 10017

ost:

Type of material (Lit, 8 mm., filmstrip, 16 mm., tape, etc., etc.): Comic Book

Technical description (length, components, packaging, etc.): 31-page comic book (colored)

Publisher's recommended level:
Committee's recommended level: 4 and above
Subject
Area (s): social studies, guidance, career obj.
Uses: enrichment, individual
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: Presents the variety of occupations in marketing and distribution of goods using the comic book format. It develops the following understanding about marketing and distribution: interrelatedness of work; development of occupations based on needs of society; relationship between education and work; relationship responsibilities and rewards in work.

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS	X			Comic book format
SCOPE			X	Introduces cluster of occupations related to marketing and distribution. Basically describes the job, general information about preparation.
VALIDITY: NEED			X	Although comic format includes visual aspect of presentation, written information is too long.
METHODOLOGY			X	May be used individually, in small groups or total group, dependent on objective. May be used as information tool . Teacher may need to develop own method of presentation.
AUTHENTICITY			X	
VIEWPOINT		X		Information presented is factual. However, a few statements occur throughout the comic which emphasizes "middle class" values.
SPECIAL CONSIDERATIONS	X			Inexpensive.

Signature /School / Position / Date: Hahaione Elementary School Teacher 9-'76

Recommended: [✓ Yes] / ? / No / Defer

Career Education Materials Evaluation Form

John Freeman
Dick Lidz . Scholastic Book Serv.
Author /Publisher /Distributor

Title
Discovery, A Career Education Program

New York
Publisher Address

Copyright/Pub. Date
1973

Kit of 8 filmstrips, cassette tapes, etc.
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

ost

Packaged in 15X20X2 cardboard box. Teaching guide, Career Log included with kit.
Technical description (length, components, packaging, etc.)

Publisher's recommended level Jr. & Sr. High
Committee's recommended level " " "
Subject
Area (s): Guidance
Uses: Individual, group
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: Discovery is a career exploration program for junior and senior high school. The kit includes the following components: eight filmstrips with sound; teaching guide which includes objectives, content of filmstrips, career log (activities

5 4 3 2 1

	Strong	Weak	Can be supple-mented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS				Design of packaging --slots for tapes, filmstrips make it easy to store or set in a center.
SCOPE	X			Presentation of filmstrip include all aspects of occupations, clearly depicts relationship between understanding of self, job qualifications personality traits, and scope of work characteristics.
VALIDITY: NEED	X			Students would be able to follow through with activities independently.
METHODOLOGY			X	Career Log is designed for individual responses to follow viewing of filmstrip. To fully develop generalizations, group discussion would be more effective.
AUTHENTICITY	X			Filmstrips are photographs of actual job site situations with narration done by people on the job--not narration about someone else's job.
VIEWPOINT	X			Range of values presented. Information objectively presented.
SPECIAL CONSIDERATIONS			X	If teacher uses the career log for individual students, may be expensive.

Hahaione Elementary School Teacher 9-'76
Signature /School / Position / Date

Recommended: [✓ Yes] / ? / No / Defer

Career Education Materials Evaluation Form

itle Career Development for Children Project
Level One; Level Two; Level Three.

Larry Bailey Project Director
Author /Publisher /Distributor

opyright/Pub. Date
1975

McKnight Publishing Company
Bloomington, Illinois 61701
Publisher Address

ost

3 Kits
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

Contents of the kit are boxed.

echnical description (length, components, packaging, etc.)

ublisher's recommended level ____________
ommittee's recommended level ____________
ubject
rea (s): Integrated into subject matter
ses: individual, group
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: The CDCP curriculum is designed to assist students in the development of personal skills to help individuals to: understand self; understand cultural-economic environment; in choice making; develop cooperative social behavior; develop respect for others.

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS				Packing--in boxes make it simple to store or set in study center.
COPE				Units, clearly develops goals, objectives set. Consistently emphasizes relationship of understanding of self and the process of decision-making in terms of setting goals.
VALIDITY: NEED				Data used (filmstrips, games, stories) provided a variety of stimuli to interest students
ETHODOLOGY				Lesson plans are developed specifically. Implements the process or nted strategy to arrive at generalizations once concepts are fully developed
UTHENTICITY				A few filmstrips have generalizations stated.
VIEWPOINT				objective presentation.
SPECIAL CONSIDERATIONS				Student worksheets are in ditto form, therefore, inexpensive. Also type of material, filmstrip, study prints, make it economical one kit is purchased. No consumable material.

Hahaione Elementary School Teacher 9-'76
ignature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Title
Succeeding in the World of Work

Kimbriel, G. and Vineyard, B.
Author /Publisher /Distributor

Copyright/Pub. Date
1975

McKnight Publishing Co. (Illinois)
Publisher Address

Cost
$6.99

text book
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

326-page textbook
Technical description (length, components, packaging, etc.)

Publisher's recommended level inter & high
Committee's recommended level 9th
Subject
Area (s): Guidance
Uses: individual, enrichment, teacher, group
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: A comprehensive text on all aspects of the world of work i.e., entering the world of work, awareness of personal and consumer responsibilities.

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS	X			The text is colorfully illustrated with appealing cartoon-type characters, and overall very attractive.
SCOPE	X			Coverage of information in applying for jobs, what to expect on the job, succeeding on the job, etc. Excellent coverage.
VALIDITY: NEED	X			There is a definite need for this up to date concrete information giving text.
METHODOLOGY	X			The organization and the approach to relaying the knowledge that will be useful to young teenagers seeking employment and surviving in the world of work has merits.
AUTHENTICITY	X			
VIEWPOINT				The text was recently updated and the information current.
SPECIAL CONSIDERATIONS				Very good text. Can be used as a complete course in itself or as an enrichment to a guidance or social studies class.

Waipahu High School Guidance Teacher 9-'76
Signature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Title: Careers in Focus -- Exploring Business and Office Occupation

Author /Publisher /Distributor: Peterson, Marla P. McGraw-Hill

Copyright/Pub. Date: 1976

Publisher Address: New York, New York

Cost:

Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.): kit

Technical description (length, components, packaging, etc.): 1 filmstrip/cassette, 3 interview tapes (c) 10 booklets, 10 workbooks, teacher's manual

Publisher's recommended level: none

Committee's recommended level: 9-12

Subject Area (s): social studies, guiance, business

Uses: in-depth, individual or group, library.
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: A comprehensive study of the business occupations.

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS	X			The introductory filmstrip/cassette and the booklet and workbook should be good learning experiences for students.
SCOPE	X			In each specific area of focus, the program is very extensive and complete.
VALIDITY: NEED	X			For those considering pursuing or interested in business -- the needs will be met.
METHODOLOGY	X			The organization seems to be effective if the teacher is able to follow plans set-up in the program.
AUTHENTICITY	X			Very up to date kit--occupations listed covers requirements, duties, etc. to present day expectations.
VIEWPOINT				
SPECIAL CONSIDERATIONS				In social studies or guidance, other kits need to be purchased which might be an expensive initial investment.

Signature /School / Position / Date: Waipahu High School Guidance Teacher 9-'76

Recommended: x
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Title: Career Awareness Program

Copyright/Pub. Date: 1974

Cost: Individual sets $75--$120, complete kit $855

Author/Publisher/Distributor: Scott Education Division

Publisher Address: Holyoke, Massachusetts

Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.): cassette tape/filmstrip kit

Technical description (length, components, packaging, etc.): Four to twelve cassettes in each set approx. 8 to 10 minutes each.

Publisher's recommended level: 4 to 7

Committee's recommended level: 4 to 6

Subject Area (s): English, social studies, guidance, math

Uses:
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: Awareness of the components that are interrelated in the broad spectrum of work.

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS	X			Filmstrip and cassette interestingly presented. Length about right for grades 4 to 6.
SCOPE	X			For each set scope comprehensive . Some sets more valuable than others. Example --Ways of Working, What do you want to be?
VALIDITY: NEED	X			Community functions may be quite repetitious since this area is usually adequately covered in social studies. Approach is good.
METHODOLOGY	X			
AUTHENTICITY	X			Information is adequate and up to date.
VIEWPOINT	X			The awareness objective met. Not too sure if Poor and Rich family concept acceptable to the public. Cost of kit may deter use of it.
SPECIAL CONSIDERATIONS				

Signature/School/Position/Date: Waipahu High School Guidance Teacher 9-'76

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle
Career Cluster: Health, Manufacturing & Community and Media

Career Education Association
Author /Publisher /Distributor

opyright/Pub. Date
1973

New York, New York
Publisher Address

ost

kit -- cassette attached to booklet
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

Tape Booklet
echnical description (length, components, packaging, etc.)

ublisher's recommended level not stated
ommittee's recommended level 8 to 12
ubject
rea (s): guidance, social studies
ses:
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: "What You Should Know About: Physician's Assistant, Filmmakers, Machinist. Career information well presented both on tape and in illustrated booklet.

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS	X			The idea of the tape attached to the hard cover of the booklet is good. The illustrations could have been colorful and exciting rather than black and white and plain.
COPE	X			Coverage of each occupation very complete.
ALIDITY: NEED	X			This idea would be excellent for the low level reader.if the book followed the script on tape, rather than only comments.
ETHODOLOGY	X			Technique innovative.
UTHENTICITY	X			The material is up to date.
IEWPOINT				
PECIAL ONSIDERATIONS				Afraid the kit may become boring. Had a difficult time concentrating. The tape (both sides) is too long.

Waipahu High School Teacher 9-'76
ignature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle
Career Development Curriculum
English, Home Economics, Industrial Arts

opyright/Pub. Date
1974

ost

University of Minnesota, Coll. of Educ.
Author /Publisher /Distributor

Guidance Publication
Publisher Address

3 booklets
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

Paperback 8 i/2 X 11. 50 -- 100 pages
echnical description (length, components, packaging, etc.)

ublisher's recommended level intermediate
ommittee's recommended level intermediate
ubject
rea (s): English, Home economics, industrial arts
ses: teacher resource manual.
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: Excellent resource manual for teachers. Learning activities and experiences innovative and exciting. Career Education objectives outlined and met.

	5 4 Strong	3 Weak	2 1 Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS	X			Outlined activities organized in meaningful order for teacher to follow and use.
COPE	X			For career development objectives the activities interrelated with course content objectives.
VALIDITY: NEED	X			Stimulates exciting classroom experience in each subject area.
ETHODOLOGY	X			The approach used is easily adaptable to on-going curriculum.
UTHENTICITY	X			The values activities, the operation of a restaurant, manufacturing, etc. are very real life going activities.
IEWPOINT	X			The subject area objectives listed followed by career education objectives and how the learning activities reach these two objectives were very impressive.
PECIAL ONSIDERATIONS				

Waipahu High School Guidance Teacher 9-'76
ignature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Title Exploring Careers in 1) Communications & Media, 2) Consumer Homemaking, 3) Marketing & Distribution, 4) Agribusiness.

Curriculum Specialists, Univ. Of Kentucky
Author /Publisher /Distributor

Copyright/Pub. Date 1974

Curriculum Development Center, Voc. Educ.
Lexington, Kentucky
Publisher Address

Cost

curriculum guide, 4 separate guides
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

130-275 pages, per guide
Technical description (length, components, packaging, etc.)

Publisher's recommended level teacher resource
Committee's recommended level 7-12
Subject Area (s): cross-disciplines
Uses: teacher
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS	X			The activities,illustrations, suggestions, seem very useful to the teachers in the various disciplines.
SCOPE	X			Each guide seem quite comprehensive in its coverage of the job cluster.
VALIDITY: NEED	X			Following the concept that career development in the middle school years whould allow individuals to explore various job clusters, this
METHODOLOGY	X			guide provides expereinces relevant to the academic subject matter and relate them to career goals.
AUTHENTICITY	X			The philosophy behind these curriculum guides are in keeping with the present career development goals. The information seems up to
VIEWPOINT				date and appealing if activities are used with the students.
SPECIAL CONSIDERATIONS				Question is the availability of these guides at least district level? How are teachers informed of this?

Waipahu High School Guidance Teacher 9-'76
Signature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Title Career Values:
What Really Matters to You?

Guidance Associates
Author /Publisher /Distributor

Copyright/Pub. Date
1974

Pleasantville, New York
Publisher Address

Cost

filmstrip/cassette
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

5 cassettes and filmstrips
Technical description (length, components, packaging, etc.)

Publisher's recommended level secondary
Committee's recommended level secondary
Subject Area (s): guidance, social studies
Uses: group, in-depth
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:

Excellent set on career values, an important consideration in career decisions. Environment, chance-taking commitment and time -- all important factors in occupational search.

	5 4 Strong	3 2 Weak	1 Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS	X			Well organized and attractively presented. Keeps audience's attention.
SCOPE	X			Coverage of the areas of career values broad in scope.
VALIDITY: NEED	X			Emphasis too much on ability and interest -- values is just as important, and quite often neglected.
METHODOLOGY	X			Good techniques and approach.
AUTHENTICITY	X			Situations very real. Excellent selections of different views of one occupation e.g., big and small office worker; wall street attorney vs. neighborhood legal counselor.
VIEWPOINT	X			
SPECIAL CONSIDERATIONS				Values are very real and thought provoking.

Waipahu High School Guidance Teacher 9-'76
Signature /School / Position / Date

Recommended: x
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Title: Thorne Junior High Learning Units

Copyright/Pub. Date: no date on guide

Cost:

Author / Publisher / Distributor: Sciancalepore, Pat. Thorne Jr. High

Publisher Address: Vocational Curr. Lab. Rutgers, University

Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.): paper back curriculum guide

Technical description (length, components, packaging, etc.): Curriculum guide 8 1/2 X 11, paperback

Publisher's recommended level: 9

Committee's recommended level: 9

Subject Area (s): math

Uses: enrichment, group

enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:

Practical usage of mathematical concepts.

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS	X			Organized, but not excitingly presented.
SCOPE	X			Covered math at 9th grade level adequately using problems to make work interesting.
VALIDITY: NEED	X			Apparently the need is also there to make everyone enjoy math.
METHODOLOGY	X			Problems sounded very interesting and practical.
AUTHENTICITY	X			Solving problems such as about cubic feet to be removed to dig a basement; meter readings, etc., are quite real to the students and could be highly motivational.
VIEWPOINT				The text is referred to, that the text should be followed. Material was not presented together.
SPECIAL CONSIDERATIONS				

Signature / School / Position / Date: Waipahu High School Guidance Teacher 9-'76

Recommended: X

Yes / ? / No / Defer

Career Education Materials Evaluation Form

Title
Fascinating World of Work
Career Awareness Series

Copyright/Pub. Date
1973

Cost

National Career Consultants
Author /Publisher /Distributor

9978 Monroe Dallas, Texas
Publisher Address

Cassette Tape and filmstrip
Type of material (Kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

6 cassettes and filmstrips, 1 set evaluation forms, 5 teacher's guides.
Technical description (length, components, packaging, etc.)

Publisher's recommended level secondary
Committee's recommended level secondary
Subject Area (s): guidance, english, soc. studies
Uses: individual, group, library
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:
Individual cassettes/filmstrip of great value to those who are interested in the various occupations. Life style evaluation good.

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS	X			Filmstrip/cassette attractively prepared to keet audience interest.
SCOPE		X		This is probably the one big weakness. For student to complete the evaluation form on life style, it would be necessary to purchase
VALIDITY: NEED	X			other volume. The cost will be great and the 16 available titles are incomplete. Many excellent and popular occupations are missing.
METHODOLOGY	X			The approach is good and up to date.
AUTHENTICITY	X			
VIEWPOINT	X			Good -- presents both positive and negative features of the occupation.
SPECIAL CONSIDERATIONS				Already mentioned above in scope.

Waipahu High School Guidance Teacher 9-'76
Signature /School / Position / Date

Recommended: X Depends on availability of funds.
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Title
Handbook of Job Facts

Copyright/Pub. Date
1972

Cost

Compiled by Carole J. Lang
Author /Publisher /Distributor

SRA (Science Research Associates)
Publisher Address

book
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

handbound book, 134 pages
Technical description (length, components, packaging, etc.)

Publisher's recommended level high school
Committee's recommended level high school
Subject Area (s): guidance, english, social studies, library
Uses: indiv., enrichment, teacher
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:

Excellent book providing pertinent information on 300 major occupations -- synopsis of duties, qualification training, employment outlook.

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS	X			Organization excellent. Well done, easy to read, and follow. Also reference to OEK Brief # excellent.
SCOPE	X			300 major occupations provides adequate coverage.
VALIDITY: NEED	X			Easy and accessible book where students can obtain wealth of information without extensive reading.
METHODOLOGY	X			Good in terms of organization and approach to meet objectives.
AUTHENTICITY	X			Checked on employment outlook for teaching in terms of pay -- seems up to date.
VIEWPOINT	X			Seems to cover wide range of occupations from non-professional to professional.
SPECIAL CONSIDERATIONS				Will need constant up dating to keep book effective. Perhaps every 3 years instead of 4 years may be better.

Waipahu High School Guidance Teacher 9-'76
Signature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle
Career Exploration Package in Plumbing

opyright/Pub. Date
1973

ost

Clark, Dean. Southwest Iowa Lab Center
Author /Publisher /Distributor

Red Oak, Iowa
Publisher Address

booklet
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

12 X 9 soft bound booklet, 36 pages
echnical description (length, components, packaging, etc.)

ublisher's recommended level not stated
ommittee's recommended level 7 to 12
ubject
rea (s): industrial relations and the arts
ses: individual and group
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:
Industrial step by step procedure in various techniques in plumbing.

	5 4 3 2 1 Strong	Weak	Can be supple-mented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS	X			Attractive, well illustrated booklet for wide range of students. Very effective.
COPE	X			Good as instructional aid in teaching techniques in plumbing, not in career exploration of the occupation.
VALIDITY: NEED	X			Usefulness can be seen in metal shop, as an instructional tool.
ETHODOLOGY	X			Effective teaching aide. Steps clearly outlined.
UTHENTICITY	X			The techniques are still applicable .
IEWPOINT		X		Lacking in plumber's requirements and training if that was the purpose of booklet, it was an instructional tool in teaching how to solder,
PECIAL ONSIDERATIONS				working with copper tubing, etc. The booklet is effective in this sense.

Waipahu High School Guidance Teacher 9-'76
ignature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle
Teaching Children About Technology

opyright/Pub. Date
1968

ost

Scobey McKnight
Author /Publisher /Distributor

Bloomington, Illinois
Publisher Address

Hard covered book, 414 pages
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

Hard covered book, 414 pages
echnical description (length, components, packaging, etc.)

blisher's recommended level this was a resource
ommittee's recommended level book for teachers.
bject
rea (s): elementary
ses: out-dated
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:
Outdated book and information mainly in the area of industrial arts not applicable to present day advances in technology.

	5 4 3 2 1 Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS		X		If technology is advancing at a rapid rate, a book 8 years old is completely outdated.
COPE		X		
ALIDITY: NEED		X		Illustrations are embarrassingly old fashioned, use of hand tools such as hand drills certainly show the age of the book.
ETHODOLOGY		X		In its day, the book may have had its use as a resource book to elementary teachers, but we have made too many advances in technology to warrant use of an outdated book.
UTHENTICITY		X		
IEWPOINT		X		
PECIAL ONSIDERATIONS				

Waipahu High School Guidance Teacher
ignature /School / Position / Date 57

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle
Career Planning Program
Booklet I Exploring: You and your Career

opyright/Pub. Date
1974

ost

American College Testing Program
Author /Publisher /Distributor

Houghton Mifflin Co. , Boston, Mass.
Publisher Address

Booklet -- paperback
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

8 1/2 X 11, 40-page, light weight magazine type booklet
echnical description (length, components, packaging, etc.)

ublisher's recommended level 8 to 11
ommittee's recommended level 9 to 12
ubject
rea (s): Social studies, guidance, counselor.
ses: individual, group, enrichment
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: Well prepared booklet on career planning. Starts students thinking of job clusters, self awareness, educational planning. Check lists, ratings, inventories appropriate and useful.

	5 4 3 2 1			
	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS	X			Attractive presentation of material, suitable for high school youngsters. Would be appealing and arouse attention and enthusiasm.
COPE	X			Coverage quite adequate for the exploration portion that Booklet I covered.
VALIDITY: NEED	X			Usefulness of material in high school classroom very real in that statistics show that a high percentage of graduates feel they were not given adequate instruction in career planning.
ETHODOLOGY	X			Approach to meet objectives was clearly outlined and systematically prepared.
UTHENTICITY	X			Impressed with presentation especially by College Testing Program. Accurate information.
IEWPOINT	X			Although American College Testing program prepared booklet the information covered all youngster needs from vocational to professional. Covered broad areas.
PECIAL ONSIDERATIONS				Evaluator would have been appreciated answer sheet and scoring information on Page 8.

Waipahu High School Guidance Teacher 9-'76
ignature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle
Music in Careers

Author /Publisher /Distributor
Music Unit MN55101

opyright/Pub. Date

Publisher Address

ost

Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

echnical description (length, components, packaging, etc.)

ublisher's recommended level secondary
ommittee's recommended level "
ubject
rea (s): Music
ses: enrichment, indepth, indiv., etc.
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: Resource Materials

5 4 3 2 1

	Strong	Weak	Can be supple-mented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS				
SCOPE				Wide and incorporates many facets of career education as related to music.
VALIDITY: NEED	X			Organized, with progressive system.
ETHODOLOGY	X		X	Collection of resource material applicable to class implementation.
UTHENTICITY			X	
IEWPOINT	X			Resource makes student search out correct answers.
PECIAL ONSIDERATIONS	X		X	Self appraisal sheets relevant to many subjects i.e., values, preference; excellent resource unit.

Leilehua High School Teacher 9-'76 70
ignature /School / Position / Date

Recommended: [✓ Yes] / ? / No / Defer

Career Education Materials Evaluation Form

Title
Data Processing Technology

Author /Publisher /Distributor

Copyright/Pub. Date

Publisher Address

Cost

Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

[illegible]nical description (length, components, packaging, etc.)

Publisher's recommended level post-secondary
Committee's recommended level "
Subject
Area (s): Business
Uses: individual
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: Data Processing curriculum

	Strong 5 4 3	Weak 2 1	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS				
SCOPE	X			
VALIDITY: NEED	X			
METHODOLOGY		X		Individualized
AUTHENTICITY		X		
VIEWPOINT		X		More fact oriented than relevant to career education.
SPECIAL CONSIDERATIONS				

Leilehua High School Teacher 9-'76
Signature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Title
Opportunities in Meteorology

Miles Harris
Author /Publisher /Distributor
235 East 45th Street

Copyright/Pub. Date
1972

Publisher Address
New York 10017

ost

Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

Technical description (length, components, packaging, etc.)

Publisher's recommended level secondary
Committee's recommended level "
Subject
Area (s): science
Uses: all
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:

Meteorology and related careers

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS	X			
SCOPE	X			
VALIDITY: NEED	X			
METHODOLOGY	X			
AUTHENTICITY	X			
VIEWPOINT	X			
SPECIAL CONSIDERATIONS	X			Well written, i.e., bibliography and college lists.

Leilehua High School Teacher 9-'76
Signature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle
Career Education in the Environment

opyright/Pub. Date

ost

Author /Publisher /Distributor

818 18th St. N.W., Washington D.C. 20006
Publisher Address

Text
Type of material (Lit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

echnical description (length, components, packaging, etc.)

ublisher's recommended level secondary
ommittee's recommended level "
ubject
rea (s): counselors, curriculum planners, librarians.
ses: all
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: Resource handbook

	5 4 Strong	3 2 Weak	1 Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS				
COPE	X			Career education as an integral part of environment subject areas.
VALIDITY: NEED	X		X	Excellent resource to incorporate in program planning.
ETHODOLOGY	X		X	Background information with many learning activities incorporated.
UTHENTICITY				
IEWPOINT	X			statistical and valid
PECIAL ONSIDERATIONS			X	Good for curriculum guide.

Leilehua High School Teacher 9-'76
ignature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Title We Are Making Decisions

Philmore B. Wass
Author /Publisher /Distributor

Copyright/Pub. Date 1975

Publisher Address

Cost

Type of material (kit, 8 mm., filmstrip 16 mm., tape, etc., etc.)

Technical description (length, components, packaging, etc.)

Publisher's recommended level secondary
Committee's recommended level "
Subject Area (s): Integrated, all subjects
Uses:
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:

	5 4 3 2 1 Strong	Weak	Can be supple-mented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS				
SCOPE	X			Excellent presentation of overall decision-making.
VALIDITY: NEED	X			Subject of decision making presented in very relevant terms.
METHODOLOGY	X			Well-organized and easily implemented in any subject area.
AUTHENTICITY	X			
VIEWPOINT				
SPECIAL CONSIDERATIONS	X			Life Episodes very relevant to student -- excellent for discussion kick off.

Leilehua High School Teacher 9-'76
Signature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle
You Today and Tomorrow

Martin R. Katz
Author /Publisher /Distributor

opyright/Pub. Date

Publisher Address

ost

Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

echnical description (length, components, packaging, etc.)

ublisher's recommended level secondary
ommittee's recommended level "
ubject
rea (s):
ses:
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:

	5 4 3 2 1 Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS		X		Quite wordy, if intended as a student workbook.
SCOPE		X		Self appraised work.
VALIDITY: NEED		X		
ETHODOLOGY		X		
UTHENTICITY		X		
IEWPOINT		X		
SPECIAL ONSIDERATIONS				Presentation was too wordy. Students may become easily distracted.

Leilehua High School Teacher 9-'76
ignature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle
Newslab

Author /Publisher /Distributor

opyright/Pub. Date

Publisher Address

ost

Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

echnical description (length, components, packaging, etc.)

ublisher's recommended level secondary
ommittee's recommended level "
ubject
rea (s):
ses:
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:

	5 4 3 2 1			
	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS	X			
SCOPE	X			Incorporates many subject areas and using many skills.
VALIDITY: NEED	X			Quite relevant.
METHODOLOGY	X			Excellent resource for the teachers.
UTHENTICITY	X			
VIEWPOINT	X			
PECIAL ONSIDERATIONS	X			Excellent resource and innovative. Implementation would definitely have good results.

Leilehua High School Teacher 9-'76
ignature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle
Operating with Mathematics

Kane, Oesterel, others.
Author /Publisher /Distributor

opyright/Pub. Date
1969

American Book Company, New York
Publisher Address

ost

textbook
Type of material (kit, 8 mm., filmstrip. 16 mm., tape, etc., etc.)

echnical description (length, components, packaging, etc.)

ublisher's recommended level secondary
ommittee's recommended level "
ubject
rea (s): mathematics
ses: individual, group, teacher resource
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:

	5 4	3 2	1	
	Strong	Weak	Can be supple-mented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS				
COPE			X	Notation, numeration, systems, operations, measurement, geometry, problem solving, application.
VALIDITY: NEED			X	Practical application of mathematical problem solving etc. to life situations.
ETHODOLOGY	X		X	The pace of the ext incorporates all levels of learning capabilities.
UTHENTICITY		X		
VIEWPOINT			X	Especially in regards to the culturally disadvantaged.
SPECIAL ONSIDERATIONS			X	Emphasizes the dignity of work habits and expenditures of effort required to attain goals.

Leilehua High School Teacher 9-'76
ignature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle: Inquiring About MYSELF

Author /Publisher /Distributor: Fielder, W.
Holt, Rinehart, & Winston

opyright/Pub. Date: 1972

Publisher Address: 383 Madison Avenue

ost:

Type of material (kit, 8 mm., filmstrip 16 mm., tape, etc., etc.): Text (soft cover)

echnical description (length, components, packaging, etc.)

ublisher's recommended level: secondary
ommittee's recommended level: upper elemen.
ubject
rea (s): social sciences
ses: teacher
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary: Multi-media information source using Holt Databank System.

	5 4 3 2 1 Strong	Weak	Can be supple- mented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS				
COPE	X			
VALIDITY: NEED	X			Excellent resource for varied activities to incorporate in social sciences.
ETHODOLOGY	X			Varied activities, materials, and strategies are presented and designed to accomplish objectives and goals.
UTHENTICITY	X			New and advantageous to the searching teacher interested in creativity and continuity of inquiring about Self.
IEWPOINT	X			Activities geared to stimulating the student to become aware of his own Self, through suggested activities.
SPECIAL ONSIDERATIONS	X			Progression of experiences presented in text stimulate and reinforce concept development with the teacher choosing from varied activities those relevant to discovery and exploration within each class. Some activities must be altered to be used in 9-12 grades.

ignature /School / Position / Date: Leilehua High School Teacher 9-'76

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

Title
The Competencies (Staff Guide)

Author /Publisher /Distributor
EBCE

Copyright/Pub. Date

Publisher Address

Cost

Type of material (Lit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

Technical description (length, components, packaging, etc.)

Publisher's recommended level secondary
Committee's recommended level
Subject
Area (s):
Uses: individual, teacher, overview
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:

Exploring Competencies

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS				
SCOPE				Encompasses the student's evaluation of his competencies or required compencies in given situations.
VALIDITY: NEED	X			Encourages student to inquire and explore for himself.
METHODOLOGY	X			Programmed and well-organized.
AUTHENTICITY	X			
VIEWPOINT	X			Student inquiry, exploration methods.
SPECIAL CONSIDERATIONS			X	Excellent supplement to management or decision making units. Geared more for individual use. Good for activities.

Leilehua High School Teacher 9-'76
Signature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle
Opportunities in Technical Writing

Copyright/Pub. Date
1964

ost

Jay R. Gould
Author /Publisher /Distributor

800 Second Ave., New York 10017
Publisher Address

Book
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

Technical description (length, components, packaging, etc.)

Publisher's recommended level secondary
Committee's recommended level "
Subject
Area (s): English
Uses: enrichment, in-depth, individual, group, teacher.
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:
Technical writing for employement.

5 4 3 2 1

	Strong	Weak	Can be supplemented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
TECHNICAL CONSIDERATIONS	X			
SCOPE	X			Career Education strong from technique to employment application.
VALIDITY: NEED	X			
METHODOLOGY	X			
AUTHENTICITY	X			
VIEWPOINT	X			
SPECIAL CONSIDERATIONS	X			A book such as this encourages the student to experience the subject matter as applied to work and also to further prepare himself.

Leilehua High School Teacher 9-'76
Signature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Career Education Materials Evaluation Form

itle
Career Exploration Staff Guide

N. W. Regional Educ. Laboratory
Author /Publisher /Distributor

opyright/Pub. Date
1975

720 S. W. Second Avenue
Publisher Address

ost

text/guides
Type of material (kit, 8 mm., filmstrip, 16 mm., tape, etc., etc.)

echnical description (length, components, packaging, etc.)

ublisher's recommended level secondary
ommittee's recommended level
ubject
rea (s):
ses:
enrichment, in-depth, indiv., group, library, overview, teacher, etc.

Content Summary:

Guide to using the Community as a resource in Career exploration.

5 4 3 2 1

	Strong	Weak	Can be supple- mented	Explanation/Comments: Strengths, Weaknesses, Supplementary Uses
ECHNICAL ONSIDERATIONS				
COPE	X			Progressive guide to career exploration through community resources.
ALIDITY: NEED	X			Excellent way of making good use of community resources available and exposing students to careers.
METHODOLOGY	X			Student inquiry and exploration approach.
UTHENTICITY		X		
VIEWPOINT			X	
SPECIAL ONSIDERATIONS			X	Excellent support materials.

Leilehua High School Teacher 9-'76
ignature /School / Position / Date

Recommended: X
Yes / ? / No / Defer

Lesson 3

The purpose of this lesson is to demonstrate to principals one action plan for infusing career education into the curriculum of an elementary school. It is recognized that there are many methods of inserting a new curriculum idea into a school. The activities presented in this lesson are one method which may be appropriate for certain schools. A major part of this short lesson is to demonstrate to trainers of administrators that the materials in the various modules have a direct relationship to the everyday practical world of the school administrator.

Goal 3: To utilize materials in this and other modules to prepare an action plan for a practical implementation of a career education project in a school.

CONTENT

Implementing a Career Education Infusion Project

There are many ways for principals to operationalize a planned change in the curriculum of the school. Undoubtedly each principal will have his own techniques for that activity. The following is a stylized step-by-step method to initiate career education as an infused curriculum in a school.

This example is a step-by-step procedure to infuse career education concepts into an elementary school curriculum. Certain assumptions have been made about the conditions which prevail at the school, and they are as follows:

1. Principal and teachers have participated in a workshop(s) on Information (Module I) and Orientation (Module II), and there is agreement on the desirability of pursuing the concepts of career education.

2. There is sufficient lead time to plan, budget, develop materials, and in-service staff.

Activities

The activities will be differentiated and they are identified in the following manner: Principal activities with the letter A with a subscript decimal following; Committee activities with a B; Teacher activities with a C; Others with a D.

A.1 Principal identifies teachers who appear to be interested in career education [Module III (3.1)].

A.2 Principal makes tentative identification of subject areas and grade level(s) to infuse career education [Module IV (4.1)].

A.3 Principal establishes a committee to plan the change in curriculum.

B.1 Committee meets with principal to finalize identification of subject areas and grade level(s) and to determine its planning strategies such as:

- B.1-1 Identify teachers who will be involved in project.
- B.1-2 Set up a time sequence for planning.
- B.1-3 Identify human resources outside the school to use as resource personnel.
- B.1-4 Identify curriculum goals for project.

A.4 Principal solicits consent from teachers to be involved.

A.5 Principal supplies committee and identified teachers with data which can be used in their planning.

- A.5-1 Names of resource persons from the community, district, state and University of Hawaii [Module V (5.2)].
- A.5-2 Exemplary programs in Hawaii [Module V (5.2)].
- A.5-3 List of businesses and industry which are willing to contribute resources [Module V (5.2].

B.2, C.1 Committee and teachers establish time for visitation of exemplary programs.

A.6 Principal identifies and establishes a Career Education Advisory Committee [Module IV (4.4)].

B.3, C.2 Committee and teachers meet with Career Education Advisory Committee to get the community perspective on goals, objectives, and possible activities for the students [Module V (5.1)].

A.7 Principal approves goals developed by committee.

C.2 Teachers begin to develop instructional objectives [Module IV (4.1)].

D.1 Career Education Advisory Committee plans campaign to alert parents of career education [Module IV (4.4)].

- A.1-1 P.T.A. presentations.
- A.1-2 Alerting community organizations (Lions, Kiwanis, League of Women Voters, etc.).
- A.1-3 Parent newsletter.

A.8 Principal arranges in-service for teachers (including one or more of the following possibilities) [Module III].

A.8-1 Credit course from the university.

A.8.2 Non-credit workshop by district consult.

A.8-3 Workshops by curriculum personnel.

A.9, B.4 Principal and planning committee review and principal approves instructional objectives [Module IV (4.1)].

C.3 Teachers begin to plan and write instructional activities based upon approved objectives.

A.10 Principal supplies teachers with evaluations of commercially prepared materials [Module V (5.2)].

C.4 Teachers itemize needed commercially produced supplies, school districts developed materials, and supplies necessary to effectuate the instructional activities.

A.11, D.2 Principal and school budget committee evaluate requests and order them into the budget document [Module IV (4.2)].

D.3 Career Education Advisory Committee begins effort to alert parents and the community to career education concepts [Module IV (4.4)].

A.12 Principal orders necessary supplies.

During the initial years of the project the principal will have several other duties to perform both to maintain the project and to plan for increasing the scope of career education to other grades and/or departments. The following tasks are involved. Many of the tasks from the previous year will be recycled; they are not addressed in this section.

A.13 Reactivate Teacher Planning Committee to develop goals and to provide for articulation among grades [Module IV (4.1)].

A.14 Initiate supervisory activities for teachers in the Career Education Project [Module V (5.1)].

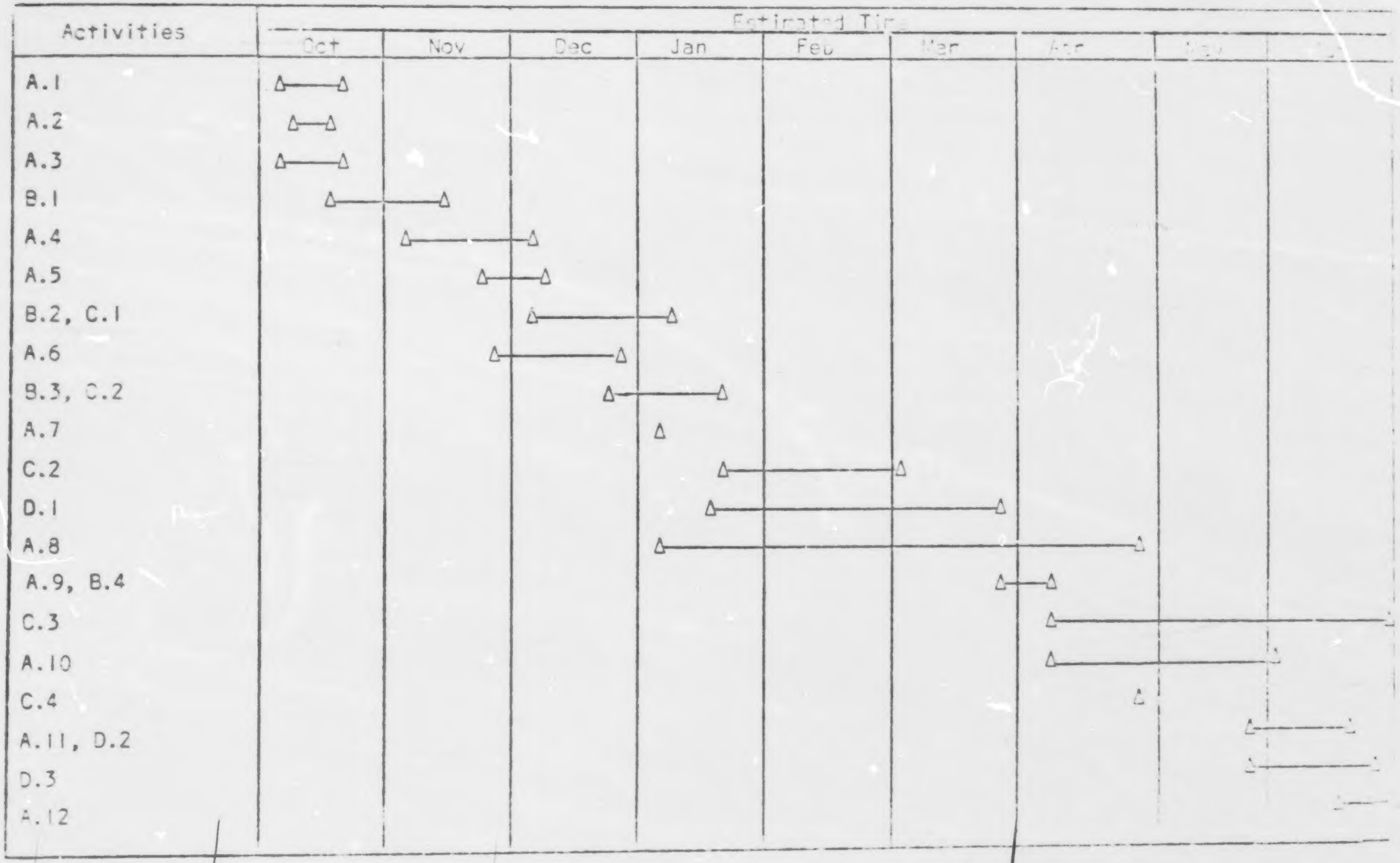
A.15 Appoint the counselor (or some other staff member if appropriate) to serve as Career Education Coordinator [Module VIII (8.2)].

D.4 Career Education Coordinator will plan an execution of a needs assessment among students to determine the type and scope of career education activities necessary in the school [Module VII].

D.5 Career Education Coordinator will organize and coordinate off-campus visitations and speakers who are to come to the campus [Module VIII (8.3)].

A.16 Principal will initiate formative evaluation activities for the first year of the project [Module VI].

MILESTONE CHART FOR IMPLEMENTING A CAREER EDUCATION INFUSION PROJECT



Teaching Tips

The trainer should emphasize to the administrators that this is not a prescription for infusing curriculum. Rather it is one of the methods possible. It is placed in this module as a vehicle to promote discussion among the participants on the actual infusion techniques. The milestone chart could be altered if the principal believed the times designated were unrealistic (either too long or too short for a particular activity). The number of steps might vary depending upon the complexity of the school organization.

Much has been written about the infusion technique. In a state which has much of the curriculum change imposed from the top down, it may well be that many building administrators have not been involved with setting up curriculum advisory councils, working closely with community groups, etc. Therefore, this plan may stimulate thinking on a wide variety of matters.

Activity 1

Have senior high school principals draw up a plan for an infusion project in a particular subject matter such as English in grades ten and eleven.

Activity 2

Have principal prepare a responsibility chart along the lines of the example on the next page.

The column headings are the activities listed in the lesson. The rows are the various people/positions which will be involved in the activity. The caption denotes the type of activity that the role incumbant will take with regard to each of the activities.

The first four activities on the responsibility chart have been identified as an example. Have principals complete the chart for each of the activities listed in the lesson.

RESPONSIBILITY CHART FOR A CAREER EDUCATION INFUSION PROJECT

People/Position	A.1	A.2	A.3	B.1	B.2	A.6	B.3	Etc.
District Superintendent	0	1	1	1				
Curriculum Specialist	1	2	2	4				
Vice Principal	4	5	3	4				
Counselor	1	5	1	5				
Grade Level Chairman	5	3	1	5				
Teachers	5	5	5	5				
Advisory Committee	0	1	1	1				
Parents	0	0	1	1				

Activities

0 - No action
1 - Inform person
2 - Request permission
3 - Action by person necessary
4 - Supervise activity
5 - Participate in activity
6 - Evaluate activity

Activity 3

Have the principals work through this checklist using their own school to assure themselves their school is ready for career education.

Checklist	1	2	3	4
1. Our school has a stated philosophy of career education which has been developed and communicated to all members of our professional staff.				
2. Our school reflects a strong commitment to the importance of career education				
3. The principal helps the staff to understand and implement the career education curriculum.				
4. Teachers accept the responsibility of incorporating career education into the area of instruction.				
5. Our school has identified a staff member trained in career education to coordinate the total school career education program.				
6. The above identified staff member has the administrative support to coordinate the total school career education program.				
7. The above identified staff member has been given adequate time to effectively coordinate the total school career education program.				
8. Our school will strive to employ persons with special training in the teaching of career education when filling classroom teaching positions.				
9. Our staff meets regularly to improve and revise our school's career education program.				
10. Teachers participate in identifying and validating in-service needs				
11. Our staff uses a problem-solving structure to guide the process of change.				
12. Administrators and principals participate on a regular basis in an in-service training concerning career education and planning and organizing career education programs.				

Rating Scale: high = 1 2 3 4 = low

APPENDIX 1

RESOURCE
PERSONNEL
FOR
VOCATIONAL-
TECHNICAL
PROGRAMS

DIRECTORY

OFFICE OF THE GOVERNOR
STATE COMMISSION ON MANPOWER AND FULL EMPLOYMENT
STATE ADVISORY COUNCIL ON VOCATIONAL EDUCATION

George R. Ariyoshi
Governor

William C. Kea
Commission Chairman

George K. Ikeda
Executive Secretary

Members

Mr. William C. Kea (Chairman)
Retired, formerly Vice President of Public Relations, Hawaiian Telephone Company

Mr. Daniel K. Akaka
Formerly Special Assistant in Human Resources, Office of the Governor

Mr. Masashi Arinaga
Lihue Plantation Co., Ltd.

Mr. Ernesto Bautista
Branch Manager
Honolulu Federal Savings and Loan Association
Mililani Town Branch

The Reverend John D. Beck
Hawaii District Outreach Counselor
Department of Education

Mr. Bernard L. Bergstein
Electronic Systems Engineer
U.S. Army, Communications Command
Schofield Barracks

Mr. Takao Hiranaga
Wharf Clerk
McCabe, Hamilton & Renny Co., Ltd.

Mr. Alexander Jamile
Regional Industrial Relations Manager
Matson Navigation Company

Mr. Ken Kamimura
Associate Dean
Leeward Community College

Dr. Robert H. Kessner
Director of Management Programs
College of Business Admin.
University of Hawaii

Mr. Carl H. Levey
Training Coordinator
Carpenters Apprenticeship & Training Office

Ms. Evalani Machado
Director of Sales and Marketing
Budget Rent-A-Car

Mr. Harold Nakakura
Vice President
Nakakura Construction Co., Ltd.

Mr. Gerald Pang-Ching
General Manager
Budget Rent-A-Car

Mr. Thomas J. Price
President
Data Technical Analysts, Inc.

Mr. George Sano
Instructor
Maui Community College

Mrs. Lillie Y. Tsujimura
Formerly Manager, Waikiki Park Heights Hotel

Mr. David W. Watson
Congressional Aide & Campaign Manager for Spark Matsunaga

720 Kapiolani Blvd., Room 301 • Honolulu, Hawaii • 96813 • (808) 548-2630

A DIRECTORY OF RESOURCE PERSONNEL FOR VOCATIONAL-TECHNICAL PROGRAMS IN HAWAII

By

Lawrence A. Inaba, Program Specialist
Vocational-Technical Education
Department of Education

Herbert Kaneko
University of Hawaii, Intern Program

Yoshiaki Shimizu
University of Hawaii, Intern Program

PREFACE

It has been increasingly recognized that for today's young people, the transition from education to work is one of the most difficult aspects of their overall transition from youth to adulthood. An indication of this difficulty can be seen in the persistently high youth unemployment rate. With this recognition has come the realization that society needs to do more in bridging the gap between education and the world of work.

To promote better education-to-work linkages, both vocational and career education programs have been expanded or newly developed in Hawaii's and the nation's schools. A key to developing successful vocational and career education programs is related to the level of participation of representatives from business, industry, labor, and government. In the past, this participation has been limited because of a lack of established mechanisms for communication between educators and the representatives of these community groups.

For this reason the State Commission on Manpower and Full Employment (State Advisory Council on Vocational Education), in cooperation with the Department of Education, is publishing this directory which will enable educators to better utilize the resources of business, industry, labor, and government in improving the quality of education and bridging the gap between education and the world of work.

ACKNOWLEDGMENTS

The Department of Education gratefully acknowledges the following people for their efforts in collecting, compiling, and recording the data for this directory:

Mr. Herbert Kaneko -- University of Hawaii Intern Program
Mr. Yoshiaki Shimizu -- University of Hawaii Intern Program.

Special recognition is also given to the Honolulu Chamber of Commerce for their cooperation in providing their directory of business organizations and professional associations, and to Mr. David Thompson, Education Director, ILWU, for providing a directory of union representatives and organizations.

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INTRODUCTION

In recent years, increasing interest has been shown in utilizing resource people from Industry, Business, and Labor. This interest reflects the emphasis being placed on Vocational-Technical personnel to work closely with the business, industry, and labor communities in the State. Because of this need to utilize more community resource people in our occupational programs it became apparent that a directory was needed to assist teachers, counselors, and administrators in locating the proper agency or key personnel to recommend people to serve as resource persons for specific purposes.

The listing in this directory includes the key personnel in business establishments, professional associations, industrial complexes, and labor organizations from both the public and private sectors. Needless to say, all the business, industry, and labor organizations are not listed because of limited resources. However, it represents a good cross section of Hawaii's business, industry, and labor sector and may also serve as a reference point to obtain information on other agencies not listed.

The sections in this directory are classified according to the eight occupational clusters used by the Department of Education's vocational programs. Hopefully, this will make it easier to find the appropriate person or agency in the directory.

Guidelines to Follow in Seeking Assistance

This is a directory of business leaders, union officers, presidents of associations, and key personnel in industry who can be contacted when seeking resource speakers, advisory committee members, or information about industry, business, and union functioning and policy.

It should also be noted that when a general viewpoint is desired of any business, industry or labor organization the proper protocol or point of contact would be the highest official representing business, industry, or labor. The Division Offices of the labor organizations are also presented for each island. (See Appendix I for the Division Offices of the labor organization).

It should be noted that the names in this directory may change from time to time. However, the name of the organization will stay constant in most instances.

LISTING OF KEY RESOURCE PERSONNEL FOR THE EIGHT OCCUPATIONAL CLUSTERS

BUSINESS OCCUPATIONS

BUSINESS

OCCUPATIONS

Organization	Address / Contact Person	Telephone
AGRICULTURE		
American Society of Agronomy, Hawaii Chapter	Dr. Paul Ekern, President	944-8330
Anthurium Association of Hawaii, Inc.	Sparky Niimi, President P.O. Box 249 Mountain View, Hawaii 96771	968-6174
	Tracey E. Lauder, Secretary P. O. Box 245 Mountain View, Hawaii 96771	968-6228
American Society of Agricultural Engineer, Hawaii Section	Swayne F. Scott, Chairman 851 Kaluanui Road Honolulu, Hawaii 96825	395-4565
	Richard T. Gibson, Secretary	948-8871
Dairy Herd Improvement Association of Hawaii	87-135 Paakae Road Waianae, Hawaii 96792	688-7288
Hawaii Association of County Agricultural Agents	Ted Hori, President 290 Uhu Street Kahaluu, Hawaii 96732	244-3242
	Richard Yoshida, Secretary 429-B Waikamilo Road Honolulu, Hawaii 96817	847-0871
Hawaii Association of Nurserymen	Kenneth Kadohiro, President 87-675 Hakimo Road Waianae, Hawaii 96792	668-1920
	Ken W. Ching 5830 Kalanianaole Highway Honolulu, Hawaii 96821	533-6660
Hawaii Banana Industry Association	Wayne Howard, President	
	Stanley Unten, Secretary Hawaiian Banana Co., Sand Is. Sand Island Access Rd., BLDC 10 Honolulu, Hawaii 96819	841-4115
Hawaii Beef Cattle Improvement Association	Dick Schultz, President Naalehu, Hawaii 96772	
	Kau Cummins	

BUSINESS

OCCUPATIONS

Organization	Address / Contact Person	Telephone
AGRICULTURE Contd.		
Hawaii Cattlemen's Council, Inc.	Richard E. Devine, President P. O. Box 950 Keau, Hawaii 96749	935-1505
	James A. Napieiz	523-1334
Hawaii Farm Bureau Federation	Wallace M. Nitta, President 41-520 Hihimanu Street Waimanalo, Hawaii 96795	259-7911
	Milton Warne, Secretary 260 Jack Lane Honolulu, Hawaii 96817	595-2660
Hawaii Feed Trade Association	Bert Maxwell, President P. O. Box 2870 Honolulu, Hawaii 96803	538-6984
	Robert Encelhard, Secretary Box 48 Honolulu, Hawaii	533-4411
Hawaii Fryer Council	Ernest F. Morgado, President 86-339 Malliili Road Waianae, Hawaii 96792	696-3049
	Henry Burton, Secretary 3077 A Ualena Street Honolulu, Hawaii 96819	841-3700
Hawaii Island Planters Association	1676 Waianuenue Avenue Hilo, Hawaii 96720	
	William Kenda, President C/O Hilo Coast Processing Co. Pepeekeo, Hawaii 96783	963-6211
	Mrs. Nagoshi, Secretary (Same as above)	
Hawaii Landscape Contractors	C/O Contemporary Landscaping Co 41-758 Waiko Pahaha Waimanalo, Hawaii 96795	259-5288

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BUSINESS

OCCUPATIONS

Organization	Address / Contact Person	Telephone
AGRICULTURE Contd.		
Hawaii Macadamia Nut Producers Association	Box 86 Kealakekua, Hawaii 96750	
	Jack Tokunaga, President Kealakekua, Hawaii 96750	323-3187
	Tojiro Motoki, Secretary Captain Cook, Hawaii 96704	
Hawaii Papaya Industry Association	C/O Jack Ishida 1021 Belser Street Honolulu, Hawaii 96816	
	Amic Valpoon, President Anahola, Kauai	
	Sarah Havanio, Secretary Pahoa, Hawaii 96778	
Hawaii Vanda Orchid Growers' Association	Box 455 Pahoa, Hawaii	
	Haruo Taira, President Pahoa, Hawaii	965-8401
	C. Tanaka, Secretary Pahoa, Hawaii	
Hawaii Veterinary Medical Association	Dr. Walter Haas, President	
	Dr. Arleene Skilman, Secretary 2525 Coyne Street Honolulu, Hawaii 96814	941-5041
Hawaiian Sugar Technologists	1527 Keeaumoku Street Honolulu, Hawaii 96822	
	Ian Bowman, President Hilo Coast Processing Company Pepeekeo, Hawaii 96783	963-5514
	Fred Kennedy, Secretary 1527 Keeaumoku Street Honolulu, Hawaii 96822	536-2711
Honolulu Orchid Society, Inc.	1760 Pali Highway Honolulu, Hawaii 96813	

BUSINESS

OCCUPATIONS

Organization	Address / Contact Person	Telepnone
AGRICULTURE Contd.		
Island Pork Producers Cooperative Association	621 Middle Street Honolulu, Hawaii 96819	
	Koyei Nakamura, President 2445 Nihio Place Honolulu, Hawaii 96819	841-6549
	Harry Choy, Secretary 87-1550 Kanahele Road Waianae, Hawaii 96792	668-1290
Manoa Lettuce Growers Association	Edwin Otsuji, President 996 Wainiha Street Honolulu, Hawaii 96825	395-2586
Norfolk Pine Growers Association, Inc.	Murray Estes, Owner Room 320, Dillingham Building Honolulu, Hawaii	531-6851
	Clyde Shields (Contact) 28 Hakumele Place Honolulu, Hawaii 96817	556-566
Oahu Planters Association (Sugar Planters)	W. W. Paty, Jr., President 67-435 Waialua Beach Road Waialua, Hawaii 96791	637-4520
Papaya Shippers of Hawaii, Inc.	566 Mililani Street Hilo, Hawaii 96720	
	Andy Hayashi, President 566 Mililani Street Hilo, Hawaii 96720	935-2949
	David Holzman, Secretary 3219 Ualena Street Honolulu, Hawaii 96819	845-2218
Pineapple Growers Association of Hawaii	130 Merchant Street Honolulu, Hawaii 96813	
	John J. Tolan, President (Same as above)	531-5395
	Esther M. Cremona, Secretary (Same as above)	531-5395

Organization	Address / Contact Person	Telephone
AGRICULTURE Contd.		
Produce Information Exchange	Leonard Wong, President Tai Hing Co., Inc. 937 Kekaulike Street Honolulu, Hawaii 96817	533-2386
	Jack Ishida, Secretary	944-8134
Soil Conservation Society of America, Hawaii Chapter	440 Alexander Young Building Honolulu, Hawaii 96813	
	Oran F. Bailey, President 440 Alexander Young Building Honolulu, Hawaii 96813	541-3165
	Otis Gryde Room 425 1833 Kalakaua Avenue Honolulu, Hawaii 96815	
Wholesale Fruit and Produce Dealers Association of Honolulu	Stanley Nakamura, president 918-5 Iwilei Road Honolulu, Hawaii 96817	533-4434
	Kiichi Kobashigawa, Secretary	
ACCOUNTING, COMPUTER SCIENCE DATA PROCESSING, COMPUTER OPERATOR, DATA ENTRY CLERK, DATA PROCESSING OPERATOR, PERIPHERAL EQUIPMENT OPERATOR		
American Society of Women Accountants, Honolulu Chapter 62	Jane Nishimura, President Suite 202 1136 Union Mall Honolulu, Hawaii 96813	531-6293
	Natalie Norman Suite 2500, Pacific Trade Center Honolulu, Hawaii 96813	536-2261

BUSINESS
OCCUPATIONS

Organization	Address / Contact Person	Telephone
ACCOUNTING, COMPUTER SCIENCE Contd.		
Data Processing Management Association, Honolulu Chapter	Richard Fukugawa, President C/O Honolulu Federal Savings and Loan	546-2200
	Kuuipo Lum, Secretary	
Hawaii Accounting Education Foundation	J. Darrell Nordwall, President 1549 Ipukula Street Honolulu, Hawaii 96321	373-3363
Hawaii Association of Public Accountants	Haruto Tanabe, President 1600 Kapiolani Boulevard Honolulu, Hawaii 96814	949-6155 455-3254 (Res.)
	Wilfred Yuasa, Secretary 66-228 Kam Highway Haleiwa, Hawaii 96712	
Hawaii Hotel Accountants Association of Hawaii	David E. Lathan, President 700 Bishop Street, Suite 1004 Honolulu, Hawaii 96813	521-1021
	Ann S. Marayama, Secretary 2070 Kalakaua Honolulu, Hawaii 96815	955-374
Hawaii Society of Certified Public Accountants	Box 1754 Honolulu, Hawaii 96806	
	George Lipp, President	521-1021
	Dorothy Lindley, Secretary	537-1158
Honolulu Chapter of the Association for Computing Machinery	Gene Rodgers, President 6642 Kauna Street Honolulu, Hawaii 96825	546-8096
	Ray Casey, Secretary 2210 Aumakua Street Pearl City, Hawaii 96782	455-8715
Institute of Internal Auditors, Hawaii Chapter	Wilbert K. Sakamoto, President Office of Legislative Auditor, State Capitol	548-2450
	Steve, R. Smolak Box 3568	946-0771 Ext. 298

BUSINESS

OCCUPATIONS

Organization	Address / Contact Person	Telephone
ACCOUNTING, COMPUTER SCIENCE Contd.		
Insurance Auditors Association of Hawaii	Sarah Hanson, President C/O Industrial Indemnity 677 Ala Moana Blvd., Suite 506 Honolulu, Hawaii 96813	521-1477
	Dee Webster, Secretary C/O Pacific Trade Center 190 South King Street Honolulu, Hawaii 96813	536-2777
National Association of Accountants, Hawaii Chapter	Conrad W. Hewitt, President 9th Floor, Financial Plaza Honolulu, Hawaii 96813	531-2037
	James Temple, Secretary 700 Richards Street Honolulu, Hawaii 96813	531-7721
BUSINESS OPERATIONS, GENERAL BUSINESS, MANAGEMENT, MID-MANAGEMENT MERCHANDISING, MID-MANAGEMENT HOTEL SERVICE, DISTRIBUTIVE EDUCATION, SALES AND CASHIER TRAINING, SALES MARKETING, QUALITY CONTROL CLERK		
Aiea Shopping Center Merchants Association	Calvin Wakai, President Bank of Hawaii Aiea Shopping Center, Room 114 Aiea, Hawaii 96701	488-6885
Aikahi Park Shopping Center Merchants Association	Lyle Treichelt, President Safeway Stores 26 Kaneohe Bay Drive Kaneohe, Hawaii 96734	254-2597
Aina Haina Professional and Businessmen's Association	P. O. Box 7095 Honolulu, Hawaii 96821	
	Robert Kagawa, President Room 110, Aina Haina Shop. Cen. Honolulu, Hawaii 96821	373-1011
	Mrs. L. Haxton, Secretary Room 110 Aina Haina Shopping Center Honolulu, Hawaii 96821	

BUSINESS

OCCUPATIONS

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Ala Moana Center Association	1450 Ala Moana Boulevard, #3200 Honolulu, Hawaii 96814	
	Don Stewart, President C/O Lutu's Grass Shack	
	Alice Guild, Secretary 1450 Ala Moana Boulevard, #3200 Honolulu, Hawaii 96814	946-2811
Aloha Business and Professional Women's Club	66-011 Alapii Street Haleiwa, Hawaii 96712	
	V. Lee Beall, President 66-011 Alapii Street Haleiwa, Hawaii 96712	637-5705
	Phyllis Prigen, Secretary 1261 Center Street Honolulu, Hawaii 96816	531-3546 (Bus) 734-6410 (Home)
Aloha Freight Association, Inc.	C/O Honolulu Japanese Chamber of Commerce 2454 South Beretania Street Honolulu, Hawaii 96814	
	Toshitaro Sekiya, President 2978 Ualena Street Honolulu, Hawaii 96819	841-2825
	Larry Nishi, Secretary 923 Nuuanu Avenue Honolulu, Hawaii 96817	538-6946
American Business Womens' Association, Education	Lorraine W. Auld, President 161 Kalumoo Street Kailua, Hawaii 96734	261-6987
	Helen Kikuchi, Secretary 2209 Aha Niu Place Honolulu, Hawaii 96821	737-9486
American Business Women's Association, Honolulu Chapter	Evalyn Inn, President Suite 605, 1617 Kapiolani Blvd. Honolulu, Hawaii 96814	941-4105
	Lucretia L. Fudge, Secretary 700 Richards Street Honolulu, Hawaii 96813	521-6846

BUSINESS

OCCUPATIONS

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
American Business Women's Association, IMUA Chapter	Ms. Lee Mirikitani, President	
	Ms. Kay Ono 3955 B Koko Dr. Honolulu, Hawaii 96816	737-8169
American Business Women's Association, Maile Chapter ABWA	Yvonne Yee, President 1715 Marques Street Honolulu, Hawaii 96822	949-7713 (Home) 521-2341 (Bus)
American Business Women's Association, Punahele Chapter	Tina Kaneshiro, President	
	Jane Grinder 500 University Avenue, #1134 Honolulu, Hawaii 96822	521-1834
American Institute of Banking, Hawaii Chapter	Milton Zane, President P. O. Box 1480 Honolulu, Hawaii 96806	548-7227
	David Pietschman, Secretary P. O. Box 3170 Honolulu, Hawaii 96801	537-8625
American Marketing Association, Honolulu Chapter	Phil Kinnicutt, President C/O GASCO, Box 3379	548-4284
	Adele Rawlins, Secretary 2551 Cartwright Road Honolulu, Hawaii 96815	923-3395
American Society of Chartered Life Underwriters, Hawaii Chapter	Edwin Kawahara, President P. O. Box 2444 Honolulu, Hawaii 96804	533-6071
	Eloise A. Lin, Secretary 745 Fort Street Honolulu, Hawaii 96813	538-1115
Bank Administration Institute	Donald Kamemoto, President Central Pacific Bank	525-6440
	Takashi Shirakata, Secretary City Bank Honolulu, Hawaii 96813	546-2451

BUSINESS
OCCUPATIONS

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Building Owners and Managers Association, Hawaii Chapter	677 Ala Moana Boulevard, #213 Honolulu, Hawaii 96813	
	Bert Turner, President Box 212 Honolulu, Hawaii 96810	521-6971
	Henry Studebaker, Secretary 677 Ala Moana Boulevard, #213 Honolulu, Hawaii 96813	949-5240
Car and Truck Rental and Leasing Association of Hawaii	Pat Moeller, President Val's U-Drive 2722 Kilihau Street Honolulu, Hawaii 96819	841-0977
	Jean Bock, Secretary Host Rent-a-Car 1920 Ala Moana Honolulu, Hawaii 96815	949-2007
Charles R. Bishop Trust	Frank E. Midkiff, President 519 Halekauwila Street Honolulu, Hawaii 96813	531-1684
	Matsuo Takabuki, Secretary Suite 500, 850 Richards Street Honolulu, Hawaii 96813	521-4040
City Bank Founders Club	Jack K. Wakayama, President 1220 Lilo Place Honolulu, Hawaii 96822	536-5509
	Yoshiko Hamada, Secretary 41-1669 Humupaa Street Waimanalo, Hawaii 96795	
Council of Downtown Honolulu Merchants	Kenneth R. Ferguson, President 1177 Fort Street Honolulu, Hawaii 96813	521-5302
	Betsy Munekata, Secretary 1045 Bishop Street Honolulu, Hawaii 96813	524-0090

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Cultural Plaza Merchants' Association	Vincent DeLa Cruz, President 100 North Beretania Street Honolulu, Hawaii 96817	
Downtown Improvement Association	Suite 602, 1000 Bishop Street Honolulu, Hawaii 96813	
	Richard H. Wheeler, President C/O Andrade and Company, Ltd. Honolulu, Hawaii	949-3951
	Joseph W. Rosa C/O Pioneer Federal S&L Honolulu, Hawaii 96813	531-6868
Enchanted Lake Shopping Center Association	Lawrence J. Cravalho C/O Larry's T.V. Sales & Serv. 1060 Keolu Drive Kailua, Hawaii 96734	262-4879
Ewa Beach Business and Professional Women's Club	91-438 Papipi Road Ewa Beach, Hawaii 96706	
	Ernestine Fischer, President 91-438 Papipi Road Ewa Beach, Hawaii 96706	689-8993
	Odetta Kuwana, Secretary 91-277 A Ewa Beach Road Ewa Beach, Hawaii 96706	689-6630
Ewa Beach Merchants Association	Emmett Young, President C/O First Hawaiian Bank Ewa Beach Shopping Center Ewa Beach, Hawaii 96706	689-8311
	Tom Gee, Secretary Gee's Jewelers 91-919 Fort Weaver Road Ewa Beach, Hawaii 96706	689-8440
Financial Manager Society for Savings Institutions, Inc., Hawaii Chapter	Box 2521, Honolulu, HI 96804	
	Harvey A. Wilson, Jr., Pres. Box 539 Honolulu, Hawaii 96809	546-2200
	Charles Matsumoto, Secretary C/O American Savings Honolulu, Hawaii 96813	

BUSINESS

OCCUPATIONS

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Florist Association of Hawaii	Box 2893 Honolulu, Hawaii 96802	
	Alice Umeda, President C/O City Florist 1133 South King Street Honolulu, Hawaii 96814	536-7002
	Arthur Miyashita, Secretary C/O Aiea Florist 99-205 Moanalua Road Aiea, Hawaii 96701	488-3932
Hawaii Air Cargo Shippers Association	Robert W. Hall, President 821 Cooke Street Honolulu, Hawaii 96813	521-2654
	Don M. Davies, Secretary Suite 601, 677 Ala Moana Blvd. Honolulu, Hawaii 96813	524-4083
Hawaii Association of Credit Management, Inc.	William Yamamoto, President Bank of Hawaii Financial Plaza of the Pacific Honolulu, Hawaii 96813	537-8111
	L. N. Pell, Secretary P. O. Box 3738 Honolulu, Hawaii 96813	536-3741
Hawaii Association of Industries	Wesley H. Hillendahl, Pres. C/O Bank of Hawaii Financial Plaza of the Pacific Honolulu, Hawaii 96813	537-8111
	J. Russ Geib, Executive Sec'y C/O Chamber of Commerce of Hawaii Honolulu, Hawaii 96813	533-7491
Hawaii Association of Realtors	William S. Chee, President 615 Kuliouou Place Honolulu, Hawaii 96821	373-8441
	George "Red" Morris, Secretary	538-3641

BUSINESS

OCCUPATIONS

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Hawaii Bankers Association	Hugh R. Pingree, President 161 South King Street Honolulu, Hawaii 96813	525-7000
	Norman K. Y. Ching, Secretary	525-7000
	Theodore E. Merriam Executive Secretary	
Hawaii Businessmen's Association	John Homer, President Honolulu Community College	845-9211
Hawaii Business Education Association	Guy G. Farrell, President	
	Mitsuko Nagaishi, Secretary 2936 Kalei Road Honolulu, Hawaii 96814	
Hawaii Business League	Margaret M. Jeffrey, President 4933 Waa Street Honolulu, Hawaii 96821	
	Vane Burnett, Secretary 136 Kaha Street Kailua, Hawaii 96734	261-1738
Hawaii Claims Association, Inc	James Warmoth, President 2828 Paa Street, Suite 1075 Honolulu, Hawaii 96819	833-2581
	Herb Kitazaki, Secretary P. O. Box 1520 Honolulu, Hawaii 96806	531-1311
Hawaii Commercial Employment Agencies Association	Carl Kaimikaua, President 4239 Amau Street Honolulu, Hawaii 96816	923-5704
	Delores Saison	
Hawaii Consumer Finance Association	Isaac S. Kinoshita, President 3328 Makini Street Honolulu, Hawaii 96815	

BUSINESS

OCCUPATIONS

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Hawaii Credit Union League	Robert A. Lee, President 1115 Alohi Way Honolulu, Hawaii 96814	536-8387
	Benjamin M. K. Goo, Secretary 1428 Ahuawa Place Honolulu, Hawaii 96816	449-2224
Hawaii Credit Union League, Big Island Chapter	Shinobu Morimoto, President Pepeekeo, Hawaii 96783	964-1088
	Pauline A. Ryusaki, Secretary Kamuela Community Federal Credit Union Kamuela, Hawaii 96743	885-4976
Hawaii Credit Union League, Friendly Island Chapter	Joseph S. Manaba, President Kamiloloa Place Molokai, Hawaii	553-5172
	Stanley Rapanot, Secretary Molokai General Hospital	
Hawaii Credit Union League, Kauai Chapter	Sadao Inazu, President P. O.a Box 626 Kekaha, Kauai	337-1541 337-1354
	Melvin Chiba, Secretary Makawali, Kauai 96769	245-6791
Hawaii Credit Union League, Oahu Aloha Chapter	William C. S. Lee, President 5063 Likini Street. #C114 Honolulu, Hawaii 96818	546-2020
	Tabby Choy, Secretary 2230 Liliha Street Honolulu, Hawaii 96817	524-2100
Hawaii Credit Union League, Valley Island Chapter	Humio Okimoto, President 251 Paneawa Place Lahaina, Hawaii 96761	661-3782
	Harumi Fuji, Secretary 814 Keaka Place Lahaina, Hawaii 96761	661-0646

OCCUPATIONS

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Hawaii Employment Association	James Ito, President 600 Kapiolani, #400 Honolulu, Hawaii 96813	521-8766
	Mike Welsh, Secretary 1700 Kapiolani, #206 Honolulu, Hawaii 96813	947-2828
Hawaii Federation of Business and Professional Women's Clubs	Florence Ueoke, President 431 Kailua Road Wailuku, Hawaii 96793	244-3150
	Yolanda Liane, Secretary C/O Hawaii Arthitects and Engineers, Inc.	521-3803
Hawaii Oriental Importers Association	Roy Uegio, President C/O Royal Trading Company	531-2002
	George Tagashira, Secretary Box 3945 Honolulu, Hawaii	537-4951
Hawaii Professional Sales Association	1777 Ala Moana Blvd. Suite 219 Honolulu, Hawaii 96815	
	Ted W. Sturdivant, President 224C Kalamanu Pl. Honolulu, Hawaii 96816	737-4534
	Verna Davis, Secretary 1703 Citron Street, #204 Honolulu, Hawaii 96814	946-4269
Hawaii Retail Employers Association	Box 29699 Honolulu, Hawaii 96820	
	Lee T. L. Chang, President Box 29699 Honolulu, Hawaii 96820	841-6141
	David C. Devenot, Secretary (Same)	841-6141

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Hawaii World Trade Association	Paul Warr--King, President C/O First Hawaiian Bank	
	Russ Geib, Secretary Chamber of Commerce of Hawaii Dillingham Building	
Hawaiian Businessmen's Association	Edwin P. Auld, President 745 Fort Street, Suite 1908 Honolulu, Hawaii 96813	538-7102
	Elva Coffin, Secretary 3132 George Street Honolulu, Hawaii 96816	737-1953
Hawaiian Grocery Stores, Ltd.	Box 332 Honolulu, Hawaii 96801	
	Howard S. Hiraki, President (Same as above)	839-5121
	Jiro Akashi, Secretary (Same as above)	
Hawaiian Islands Freight Association	345 Kamakee Street Honolulu, Hawaii 96813	
	James Matsukawa, President C/O Amfac Distribution Co.	
	David Y. Young Box 2454 Honolulu, Hawaii 96804	841-3311
Hawaiian Office Machine Dealers Association	Richard Hiu, President 1131 Nuuanu Avenue Honolulu, Hawaii 96817	537-2391
	Lou Pearsall, Secretary Waimanu Street Honolulu, Hawaii 96814	
Hilo Business and Professional Women's Club, Inc.	Mary Sharp, President 97 Banyan Drive Hilo, Hawaii 96720	961-6414
	Carol Brown 434 Pokakulani, Hilo, HI 96720	

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Hilo Credit Women International	Maxine Edmunds, President C/O Hilo Medical Group 305 Wailuku Dr. Hilo, Hawaii 96720	935-3378
	Martha Oshiro, Secretary C/O Central Pacific Bank 525 Kilauea Avenue Hilo, Hawaii 96720	935-5251
Honolulu Business and Professional Women's Club	Box 2532 Honolulu, Hawaii 96804	
	Thelma McLachlan, President 927 Prospect Street, #102 Honolulu, Hawaii 96822	537-4174
	Gladys Tom, Secretary 3016 Margret STreet Honolulu, Hawaii 96816	737-6649
Honolulu Retail Credit Association	Box 3738 Honolulu, Hawaii 96812	
	Florence N. Oyama, President 1697 Ala Moana Honolulu, Hawaii 96815	949-5811
	Larry Pele, Secretary Box 3738 Honolulu, Hawaii	536-3741
Industrial Relations Research Association, Hawaii Chapter	Box 1501 Honolulu, Hawaii 96806	
	Guy T. Nunn, President 707 Alakea STreet, Rm. 201 Honolulu, Hawaii 96813	521-6941
	Henry B. Epstein C/O UPW 1426 N. School Street Honolulu, Hawaii 96817	847-2631

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Institute of Financial Ed., Hawaii Chapter, #177	Raymond Ohta, President C/O Honolulu Federal Savings	546-8586
	Sean T. Oda, Secretary Box 20 Honolulu, Hawaii 96810	531-6868
Kahala Mall Merchants Association	4211 Waialae Avenue Honolulu, Hawaii 96816	
	Don Yanito, President C/O Star Super Market Kahala Mall	734-0284
	Cort Haverly, Secretary	732-7736
Kailua Shopping Center Association	Elmor Botelho C/O Kailua Shopping Center Union Service Station Kailua, Hawaii 96734	261-0575
Kaimuki Business and Professional Association	1148 12th Avenue Honolulu, Hawaii 96816	
	Edward M. Fujimori, President 5314 Uhuihi Street Honolulu, Hawaii 96821	373-2477
	Edith Y. Takeya, Secretary 1123 14th Avenue Honolulu, Hawaii 96816	737-0933
Kalihi Business Association	Akira Sakima, President State Capitol, Rm. 304 Honolulu, Hawaii 96813	548-6518
	Buster Kunihisa, Secretary 2514 Malama Place Honolulu, Hawaii 96822	988-6946
Kalihi Shopping Center Merchants Association	2295 N. King Street Honolulu, Hawaii 96819	845-5945
	Kosei Yamane, President 2295 N. King Street Honolulu, Hawaii 96819	845-5945

BUSINESS

OCCUPATIONS

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Kamehameha Center Merchants Association	Herbert Chang, President Hawaii Nat'l Bank, Kalihi Br. Kam Center Honolulu, Hawaii 96813	847-3961
	Mrs. Connie Wright, Secretary 4211 Waialae Avenue Honolulu, Hawaii 96816	732-7736
Kaneohe Business and Professional Women's Club	Box 977 Kaneohe, Hawaii 96744	
	Mrs. Grace Bickham, President Box 977 Kaneohe, Hawaii 96744	247-0596
	Mrs. Wilma Miyasato, Secretary Box 585 Kaneohe, Hawaii 96744	247-5345
Kaneohe Business Group	Box 927 Kaneohe, Hawaii 96744	
	Donald P. Yannell, President 45-1054 Kam Highway Kaneohe, Hawaii 96744	247-0466
	Lester Sakamoto, Secretary 45-386 Kaneohe Bay Dr. Kaneohe, Hawaii 96744	235-3013
Kapahulu Businessmen's Association	Ray Taguchi, President 724 Kamuela Avenue Honolulu, Hawaii 96816	737-7260
Kapalama Shopping Center Merchants Association	Thomas T. W. Chun, President Mutual Welding Company 739 Ahua Street Honolulu, Hawaii 96819	839-5111

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Kauai Board of Realtors	Box 367 Lihue, Hawaii 96766	
	Arthur S. Komori, President Lihue, Hawaii 96766	245-6293
	Mrs. Sondra H. Tollefson, Sec. Lihue, Hawaii 96766	245-6961
Kauai Business and Professional Women's Club, Inc.	Mrs. Donna Garcia, President Kauai Public Library Lihue, Kauai 96766	
Koko Marina Merchants Association	7192 Kalanianaole Hwy. Honolulu, Hawaii 96825	
	D. L. MacArthur, [illegible]ident Box 3101 Honolulu, Hawaii 96802	536-4981
Kona Business and Professional Women's Club	Box 454 Kailua, Kona, Hawaii 96740	
	Marge Marshall, President Box 454 Kailua, Kona, Hawaii 96740	329-1969
	Loretta Ventura, Secretary Box 64 Kealakekua, Hawaii 96750	322-9248
Koolau Business and Professional Women's Club	Gladys Taguma, President Box 96 Kaawa, Hawaii 96730	
Lahaina Business Professional Women's Club, Inc.	Marsha Aquinde, President 1382 Ainakea Road Lahaina, Hawaii 96761	661-0745
	Cecile Smith, Secretary P. O. Box 816 Lahaina, Hawaii 96761	669-6072
Lani-Kailua Business Professional Women's Club	Ann Johnson, President 41-030 Hinalea Waimanalo, Hawaii 96795	259-9105
	Edith Keiper, Secretary 2110 Kuhio Ave., #1603 Honolulu, Hawaii 96815	

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Liliha-Palama Business Association	James Swenson, President C/O Palama Settlement	845-3945
Made in Hawaii Association	Norman Brown, President C/O Edward D. Sultan Co. 939 Kapiolani Boulevard Honolulu, Hawaii 96814	531-5211
	Bonnie Baker, Secretary C/O Hawaiian Isle. Products, Inc. 950 Robello Lane Honolulu, Hawaii 96817	841-6171
Maile Business and Professional Women's Club	Elaine Taira, President Box 1101 Lihue, Hawaii 96766	
Manoa Kai Business and Professional Women's Club	3161 Ala Ilima Street, #2304 Honolulu, Hawaii 96818	
	Gail Wright, President (Same as above)	833-2993
	Maude Williams, Secretary 1508 Pensacola Street Honolulu, Hawaii 96814	538-1669
Maui Business and Professional Women's Club	Miss Momoye Shimada, President 557 Maalo Street Kahului, Hawaii 96732	244-5576
	Mrs. Eleanor Medeiros, Secretary Naalae Road Kual, Hawaii 96790	878-6167
McCully Business and Professional Association	1806 South King Street Honolulu, Hawaii 96814	
	Fleming Hansen, President 2220 South King Street Honolulu, Hawaii 96814	949-4784
	James C. Ching, Secretary 1806 South King Street Honolulu, Hawaii 96814	941-2511

BUSINESS

OCCUPATIONS

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.)		
Moanalua Merchants Association	C/O Moanalua Shopping Center Honolulu, Hawaii 96818	
	Herman Wat, President C/O Moanalua Shopping Center Honolulu, Hawaii 96818	422-6124
	Hazue Sakamaki, Secretary C/O Moanalua Shopping Center Honolulu, Hawaii 96818	422-2434
Moiliili Business and Professional Association	Box 11051 Honolulu, Hawaii 96814	
	Thomas Kunimune, President 2575 South King Street Honolulu, Hawaii 96814	941-7102
	Carol Muramoto, Secretary Box 11145 Honolulu, Hawaii 96814	941-9422
National Association of Bank Women, Hawaii Chapter	Mrs. Lois Smouse, President P. O. Box 2390 Honolulu, Hawaii 96804	536-3771
	Miss Ann Lippincott, Secretary P. O. Box 3170 Honolulu, Hawaii 96804	537-8517
National Institute of Farm and Land Brokers, Hawaii Chapter	Albert V. Vincent, President 33 South King Street, Suite 206 Honolulu, Hawaii 96813	531-5931
	Ruth O'Connor, Secretary	
Pacific Trade Center Mall Association	Sam Okinaga, President C/O State Savings and Loan	
	Ted H. Blama, Secretary Pacific Trade Center Suite 2140 190 South King Street Honolulu, Hawaii 96813	

BUSINESS

OCCUPATIONS

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Pali Business and Professional Women's Club, Inc.	Mrs. Frances Schumann, President 1002 Auloa Road Kailua, Hawaii 96734	261-1890
Pearl City Shopping Center Association	Ted Sato, President Foodland Supermarket Pearl City Shopping Center Pearl City, Hawaii 96782	455-3213
Pearl Harbor Business and Professional Women's Club	2352 Ahakapu Street Pearl City, Hawaii 96782	
	June Blaylock, President 2352 Ahakapu Street Pearl City, Hawaii 96782	455-2071
	Betty Takahashi, Secretary 2073 Aamanu Street Pearl City, Hawaii 96782	455-8181
Pearlridge Center Merchants' Association	300 Pearlridge Center Aiea, Hawaii 96701	
	William J. Armstrong, President 1515 Nuuanu Avenue Honolulu, Hawaii 96817	533-7017
	Mary Chiu, Secretary	
Pacific Sharing Council of America, Hawaii Chapter	Box 3170 Honolulu, Hawaii 96802	
	Lee Chang, President Atlas Building MTL.	839-0345
	Colleen Sullivan, Secretary Box 3170 Honolulu, Hawaii 96802	
The Puck's Alley Merchants Association	Al Phillips, President 10009 University Avenue Honolulu, Hawaii 96814	947-3330
	Jan Obermier, Secretary	

BUSINESS

OCCUPATIONS

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Purchasing Management Association of Hawaii	Box 64 Honolulu, Hawaii 96810	
	Frederick W. Bertram, President C/O Holmes and Narver, Inc. Box 29939 Honolulu, Hawaii 96820	845-7611
	Mrs. Annette Hee, Secretary UH Faculty Management 2002 East West Road Honolulu, Hawaii 96822	948-7964
Rainbow Island Businessmen Association (Sand Island Business)	W. W. Stewart, President Building 16 Sand Island Access Road Honolulu, Hawaii 96819	536-7377
	Mrs. Violet H. Lee, Secretary 2998 Pacific Heights Road Honolulu, Hawaii 96813	538-7262
Real Estate Association of Hawaii	Iris Riber, President 2355 Ala Wai Boulevard Honolulu, Hawaii 96815	521-4711 923-8654 (Res.)
	William S. Hasson, III, Treas. P. O. Box 1878 Honolulu, Hawaii 96805	536-2326
Retail Grocery Association (Referred to as Nargus National Association of Retail Grocers of the U.S.)	Sute 620 2000 Spring Road Oak Brook, Illinois 60521	
Retail Merchants of Hawaii	Donald C. Onasch, President Liberty House Ala Moana Shopping Center Honolulu, Hawaii 96815	941-2345
Sales and Marketing Exec. of Hawaii	Sute 1414 Pacific Trade Center Honolulu, Hawaii 96813	
	William Rodger, President C/O HC&D, 811 Middle Street Honolulu, Hawaii 96819	841-0911
	George G. Mason, Secretary C/O Braniff International 2353 Kalakaua Avenue	923-8464

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Hawaii Chapter Savings Institutions Marketing Society of America (SIMSA)	Harry Endo, President C/O Honolulu Fed. Savings & Loan 188 Merchant Street Honolulu, Hawaii 96813	546-2200
	Lu Rodgers, Secretary American Savings and Loan Financial Plaza of the Pacific Honolulu, Hawaii 96813	531-6262
Savings and Loan League of Hawaii	Box 9668 Honolulu, Hawaii 96820	
	James V. Wheelegs, President 45 South King Street Honolulu, Hawaii 96813	531-4811
	George Gor, Secregary First Federal Savings and Loan	
Service Corp. of Retired Executives	1149 Bethel Street, Room 402 Honolulu, Hawaii 96813	
	Ralph Hagex, President 1149 Bethel Street, Room 402 Honolulu, Hawaii 96813	546-5154
Small Business Management Association	Box 9396 Honolulu, Hawaii 96820	
	Clifford Lum, President C/O Family TV & Appliance 2911 Kapiolani Boulevard Honolulu, Hawaii 96814	732-6683
	Richard Chang, Secretary C/O RC Development Service Suite 600, 745 Fort Street Honolulu, Hawaii 96813	521-4133

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Tax Executives Institute, Hawaii Chapter	Lucius M. Neves, President #480, Alexander Young Bldg. Honolulu, Hawaii 96813	536-6602
	Robert E. Wagner, Secretary P. O. Box 3470 Honolulu, Hawaii 96801	536-4461
Used Car Dealers Association of Hawaii	4037 Kuliamanu Street Honolulu, Hawaii 96816	
	Jim Markey, President C/O Volkswagen Pacific, Inc.	537-3386
	Tom Chapman	531-6818
	Carl Reber, Vice President 1181 Kapiolani Boulevard Honolulu, Hawaii 96814	533-4296
Wahiawa Community and Businessmen's Association	8302 California Avenue Wahiawa, Hawaii 96786	
	Miss Cheryl S. M. Tom, Pres. 72 Wilikina Drive Wahiawa, Hawaii 96786	621-6531
	Estrellita Redden, Secretary 907 Lemi Street Wahiawa, Hawaii 96786	621-7022
Wahiawa Shopping Center Merchants Association	823 Olive Avenue Wahiawa, Hawaii 96786	
	Wally Tom, President C/O Wahiawa Pharmacy Wahiawa Shopping Center Wahiawa, Hawaii 96786	622-4642
	Bill Ishida, Secretary C/O Foodland Wahiawa Shopping Center Wahiawa, Hawaii 96786	621-7335

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Waianae Businessmen's Association	Norman K. F. Maw, President 85-888 Farrington Highway Waianae, Hawaii 96792	696-7272
	Flora Chun, Secretary Flo's Waianae Florist 85-888 Farrington Highway Waianae, Hawaii 96792	
Waianae Business and Professional Women's Club, Inc.	Ella M. McComber, President 89-456 Farrington Highway Waianae, Hawaii 96792	668-1697
Wai-Kahu Business and Professional Women's Club	Box 393 Wailuku, Hawaii 96793	
	Hattie Lopes, President 167 W. Papa Avenue Kahalui, Hawaii 96732	877-6003
	Mrs. Doris Mark, Secretary Box 114 Paia, Hawaii 96779	579-9987
Waikiki Business and Professional Women's Club	Hazel Southerland, President 1600 Ala Moana Boulevard, # 608 Honolulu, Hawaii 96814	941-1964
	Mrs. Florence S. Frick, Sec. 177 Ala Moana Blvd., #1109 Honolulu, Hawaii 96813	946-0007
Waimalu Shopping Center Merchants' Association	Narcisco H. Yu, Jr., President Box 696 Aiea, Hawaii 96701	488-2827
	Clifton Chang, Secretary 98-020 Kam Highway Aiea, Hawaii 96701	488-6858
Waipahu Businessmen's Association	Pat Smith, President C/O First Hawaiian Bank Waipahu, Hawaii 96797	671-3971
	Betty Ishii, Secretary C/O Hawaii Thrift & Loan 94-246 Mokuola Waipahu, Hawaii 96797	677-0751

BUSINESS

OCCUPATIONS

Organization	Address / Contact Person	Telephone
BUSINESS OPERATIONS Contd.		
Westgate Shopping Center Association	Jerry Yamaki, President 94-366 Pupupani Street Waipahu, Hawaii 96797	677-8823
Young Presidents Association	Donald L. Maddock, President C/O Keakai Homes 7120 Kalanianaole Highway Honolulu, Hawaii 96821	
Young Presidents' Organization Hawaii Chapter	Larry Clapp, President 200 Halau Bldg. International Market Place Honolulu, Hawaii 96814	923-9871
	Don Clarke, Secretary 931 University Avenue, #301 Honolulu, Hawaii 96822	946-9071

BUSINESS

OCCUPATIONS

Organization	Address / Contact Person	Telephone
CLERICAL, CLERICAL BOOKKEEPING, GENERAL OFFICE, MEDICAL RECORDS TECHNOLOGY, CLERICAL GENERAL, CLERK TYPIST, OFFICE, CLERICAL STENOGRAPHY, SECRETARIAL SERVICE		
Architectural Secretaries Association, Inc., Hawaii Chapter	Ms. Shirley Prysock, President C/O Sanborn, Cutting Ass., Ltd.	536-2288
	Ms. Julie Holtz, Secretary C/O Frederick H. Kohloss and Associates 1259 South Beretania Street Honolulu, Hawaii 96814	536-1737
Executive Secretaries, Inc., Honolulu Chapter	Ms. Bernice Ebinger, President Austin Smith and Assoc., Inc. 745 Fort Street Honolulu, Hawaii 96813	533-3646
	Mrs. Stella Aiu, Secretary C/O Sears Roebuck & Company 1450 Ala Moana Boulevard Honolulu, Hawaii 96814	
Honolulu Legal Secretaries Association	116 South King Street, Suite 404 Honolulu, Hawaii 96817	
	Linda Phillips, President 116 South King Street, Suite 404 Honolulu, Hawaii 96817	524-0084
	Sharon Gomes, Secretary 1022 Bethel Street, Suite 400 Honolulu, Hawaii 96813	536-1791
Interline Secretaries Club (Airlines)	Ms. Loretta Peyton, President C/O United Airlines, Suite 1900 Pacific Trade Center Honolulu, Hawaii 96813	547-2722
	Ms. Sharon Moler, Secretary Suite 701 1600 Kapiolani Boulevard Honlulu, Hawaii 96814	955-2611

Organization	Address / Contact Person	Telephone
CLERICAL, SECRETARIAL Contd.		
National Secretaries Association, Aloha Kauai Chapter	Mrs. Betty Price, President P. O. Box 428 Waimea, Kauai, Hawaii 96796	335-4242
	Mrs. Ruth S. Okihara P. O. Box 651 Kekaha, Kauai, Hawaii 96752	
National Secretaries Association, Hawaii Chapter	Ms. Jean Arakawa, President	845-1557 (Res.)
	Ms. Althea Sato, Secretary 361 Oomano Place Honolulu, Hawaii 96825	395-3769 (Res.)

PERSONAL / PUBLIC SERVICE

OCCUPATIONS

Organization	Address / Contact Person	Telephone
APPAREL DESIGN AND CONSTRUCTION, FASHION ARTS		
Amalgamated Clothing Workers of America, Local 809	Mitsuo Shimizu, Business Agent 949 McCully Street Honolulu, Hawaii 96814	
Fashion School Association of Hawaii	Ruth Sato, President 3184 Waialae Avenue Honolulu, Hawaii 96816	737-0280
	Y. Yanagisaki Mrs., Secretary 1083 S. Beretania St. R-1 Honolulu, Hawaii 96814	536-8154
Hawaiian Fashion Guild	Raymond Sasaki Jr., President c/o Malahini Hawaii Inc. 746 Ilaniwai Street Honolulu, Hawaii 96813	536-3725
Hawaiian Garment Manufacturer's Association	Robert S. Takashige, President c/o Holo Holo Apparel 1428E Makaloa Street Honolulu, Hawaii 96814	949-0335
Honolulu Fashion Group Inc.	Phyllis McOmber, President 1017E-1 Alewa Drive Honolulu, Hawaii 96817	595-2917
	Dyanne Mitsunaga, Secretary 1211 Kona Street Honolulu, Hawaii 96814	538-3632
COSMETOLOGY		
Hawaii Barber and Barber Stylist Association	Christobal Quintana, Pres. 1600 Kapiolani Blvd. Suite 516 Honolulu, Hawaii 96814	949-6754
	Mildred Ikeda, Secretary	949-6754
Hawaii State Hairdresser and Cosmetologists Association	Rachael Kimura, President c/o Trendsetter Beauty College 1413 S. King Street Honolulu, Hawaii 96814	941-3062
	Lynette McKay, Secretary	

OCCUPATIONS

Organization	Address / Contact Person	Telephone
COSMETOLOGY contd.		
Honolulu Hairdressers and Cosmetologists Association	Kay Siu, President 1350 S. King Street, Suite 207 Honolulu, Hawaii 96814	533-3128
	May Tango, Secretary	
EDUCATIONAL ASSISTANT, EDUCATIONAL ASSISTANT PRE-SCHOOL, PPHS EARLY CHILDHOOD EDUCATION I&II.		
Educational Assistants Association	Alberta Nakaima, President 2012 Aoao Place Honolulu, Hawaii 96819	841-1961
	Maxine Jensen, Secretary 68 Kuuala Street Kailua, Hawaii 96734	262-8715
Hawaii Federation of Teachers, Local 1127	David Oshige, Exec. Sec. 707 Alakea Street Honolulu, Hawaii 96813	
Hawaii State Teachers Association	2828 Paa Street Honolulu, Hawaii 96819	
FIRE SCIENCE		
Fire Fighters Association, Local 1463	Francis Kennedy Jr., Bus. Mngr 2305 S. Beretania St. Rm. 202 Honolulu, Hawaii 96814	
Marine Firemen's Union, Pacific Coast	John Haleamau, Port Agent 707 Alakea St., Room 101 Honolulu, Hawaii 96813	
Society of Fire Protection Engineers, Hawaii Chapter	Douglas MacMahon, President 1131 Kapahulu Avenue Honolulu, Hawaii 96816	735-2468
	Gene Plischke, Secretary 99-540 Pohue Place Aiea, Hawaii 96701	546-2987

PERSONAL/PUBLIC SERVICE

OCCUPATIONS

Organization	Address / Contact Person	Telephone
LIBRARY TECHNOLOGY		
Friends of the Library	402 Kapahulu Avenue Honolulu, Hawaii 96816	737-2300
Hawaii Library Association	Blase Souza, President	373-2394
	Katherine Knight, Pres. Elect	732-2777
POLICE SCIENCE, PPHS CORRECTIONS		
Hawaii Chapter of the FBI National Academy Association	Raymond Duvachelle, President c/o Kauai Police Dept.	
	William Huddy, Secretary c/o Kauai Police Department	
Hawaii Hotel Security Association	David Shinn, President 1777 Ala Moana Blvd. Honolulu, Hawaii 96815	949-3811
	Francis Nakamura, Secretary 2552 Kalakaua Avenue Honolulu, Hawaii 96815	922-6611
State of Hawaii Organization of Police Officers SHOPO	Stanley Burden, Bus. Manager 250 Ward Ave. Suite 230 Honolulu, Hawaii 96814	
RECREATIONAL INSTRUCTOR		
Hawaii Federal Recreation Association	1860 Ala Moana Blvd. Suite 403 Honolulu, Hawaii 96815	955-6661
SOCIAL SERVICE AIDE, PPHS COMMUNITY SERVICE		
National Association of Social Workers, Hawaii Chapter	Richard Kato, President 200 N. Vineyard Blvd. Honolulu, Hawaii 96817	521-3861
	Marilyn Bornhorst, Exec. Dir. 1300 Halona Honolulu, Hawaii 96817	847-1302

OCCUPATIONS

Organization	Address / Contact Person	Telephone
LEGAL PARAPROFESSIONAL		
Association of Legal Administrators, Honolulu Chapter	Norman Kim, President 745-Fort St. 20th. Floor Honolulu, Hawaii 96813	521-2611
	Tony Bauer, Secretary 700 Bishop Street Honolulu, Hawaii 96813	521-1051
Bar Association of Hawaii	Box 26 Honolulu, Hawaii 96810	537-[illegible]8
	Dick Yim Wong, President Fort Street Mall, Suite 1001 Honolulu, Hawaii 96813	524-4900
	C. Frederick Schutle, Pres. El.	531-7232
	Gerald A Sumida, Secretary Pacific Trade Center, Ste. 2200 Honolulu, Hawaii 96813	524-5112
Bar Association of Hawaii, Young Lawyers Section	Thomas L. Sterling Jr.,Pres. Hawaii Building, Suite 1800 Honolulu, Hawaii 96813	521-5377
	Wesley W. Ichida, Pres. Elect	536-7261
	John P. Gilmore, Secretary First Hawaiian Bank Building 11th Floor Honolulu, Hawaii 96813	536-7261
Federal Bar Association, Hawaii Chapter	William J. Eggars, President 1016 Kealaolu Avenue Honolulu, Hawaii 96816	734-5689
	Maj. Edward Hume, Secretary	488-2427
Kauai Bar Association	Gerald Matsunaga, President c/o Central Pacific Bank, Lihue	245-3955
	Arthur Ross, Secretary c/o County Building, Lihue	245-3688

PERSONAL/PUBLIC SERVICE

OCCUPATIONS

Organization	Address / Contact Person	Telephone
OCCUPATIONAL SAFETY AND HEALTH		
American Society of Safety Engineers, Hawaii Chapter	James R. Belew, President 2815 Puuhonua Street Honolulu, Hawaii 96822	471-0103
	Charles S. Gerrier, Secretary 92-833 Palaiai Street Ewa Beach Hawaii 96706	847-4855
Federal Safety Advisory Council of Hawaii	Dr. Julius Morris, President 932 Waiiki Street Honolulu, Hawaii 96821	373-2363
	Lt. Col. Herbert Hazzard, Sec. 1534 Lehia Street Honolulu, Hawaii 96818	449-1094
Federal Safety Council of Hawaii	333 Federal Building Honolulu, Hawaii 96813	
	Hector J. Baxter, President 580 N.Kalaheo Avenue Kailua, Hawaii 96734	261-2713
	Ray H. Neff, Secretary c/o Naval Air Station, Barbers Point	
Hawaii Council of Safety Supervisors	Paul Yasumori, Chairman 6486th Squadron, Hickam Field	
	Robert N. Bing Jr, Secretary c/o City Hall Annex Department of Traffic Honolulu, Hawaii 96813	
Veterans of Safety International Hawaii Chapter	Bernard F. Gerdes, President 95-521 Wailoa Loop Mililani Town, Hawaii 96789	623-3568
	Adrian E. Vernon, Secretary 203A 19th Street Hickam Air Force Base 96553	422-1445

PERSONAL/PUBLIC SERVICE

OCCUPATIONS

Organization	Address / Contact Person	Telephone
PPHS* ELDERLY		
American Association of Retired Persons, The Chapter 60	1450 Aala Street, Apt. 1603 Honolulu, Hawaii 96813	537-6456

*Program for Paraprofessional in Human Resources

OCCUPATIONS

Organization	Address / Contact Person	Telephone
FOOD SERVICE, FOOD SERVICE MANAGEMENT, FOOD SERVICE CULINARY ART, SHORT ORDER COOK, DINING ROOM SERVICE, STORE ROOM OPERATIONS, FOOD SERVICE DINING ROOM, COMMERCIAL BAKING		
Association of Hawaii Restaurant Employers	Leo Collas, President 4300 Waialae Avenue Honolulu, Hawaii 96816	737-8441
	Eugene Kaneshiro, Secretary	
Chefs De Cuisine Association of Hawaii	T.J. Stokinger, President 731 Kapulena Loop Honolulu, Hawaii 96825	395-6707
	Rolf Walter, Secretary 250 Ohua Avenue Honolulu, Hawaii 96815	923-3564
Chinese Restaurant Workers Association	Woo Yue, President 89 N. King Street, Rm. 5 Honolulu, Hawaii 96817	523-1074
Food Brokers Club of Hawaii	William F. Ehrman, President Box 2986 Honolulu, Hawaii 96802	521-6776
	Harry Wong, Secretary Box 17369 Honolulu, Hawaii 96817	
Food Service Executives Association, Aloha Hawaii Branch	Henry Kalani, President	531-4754 531-3549
	Elsie Boatman, Secretary 750 Kaheka Street Honolulu, Hawaii 96814	949-4633
Hawaii Food Industry Association	Mamoru Saiki, President 1621 North School Street Honolulu, Hawaii 96817	841-0461
	Roy Fujinaga, Secretary	

FOOD SERVICE

OCCUPATIONS

Organization	Address / Contact Person	Telephone
FOOD SERVICE contd.		
Hawaii Restaurant Association	Dorothy Lindley, Executive Sec. Pacific Trade Center, Ste 1414 Honolulu, Hawaii 96813	537-1158
	Eugene Kaneshiro, President c/o Columbia Inn 645 Kapiolani Blvd. Honolulu, Hawaii 96814	531-3747
	Donna Stockwell , Secretary c/o Spencecliff Corporation 1826 Kalakaua Avenue Honolulu, Hawaii 96815	949-4121
Institute of Food Technologist, Hawaii Section	Orville Moore, President 98-1471 Kaahumanu Street Honolulu, Hawaii 96701	682-5778
	Ken Visser, Secretary 1051 Alahaki Street Kailua Hawaii 96734	261-1863
International Food Service Executives Association	Kenneth Lum, Regional Vice Pres. 5637 Haleola Street Honolulu, Hawaii 96821	373-1657
Meat Cutters Union, Local 594	Ivan Naiwi, President 2305 S. Beretania Street Honolulu, Hawaii 96814	
Professional Cooks of Hawaii	Yoshie Fujioka, President 1027 Ala Moana Center Honolulu, Hawaii 96814	941-2094
	Fred Ditzel, Secretary 620 Pensacola Street Honolulu, Hawaii 96814	531-4657
Retail Liquor Dealers Association of Hawaii	Box 10517 Honolulu, Hawaii 96816	
	Russell Lautherboren, Pres 47-435 Ahuimanu Road Kaneohe , Hawaii 96744	239-9107

FOOD SERVICE

OCCUPATIONS

Organization	Address / Contact Person	Telephone
HOTEL OPERATIONS		
Hawaii Island Hotel Association	Adi W. Kohler, President c/o Maunakea Beach Hotel	882-7222
Hotel and Restaurant Employees Union, Local 5	Arthur A. Rutledge, President 460 Ena Road Honolulu, Hawaii 96815	
Hotel Sales Management Association, Hawaii Chapter	Scrappy Chillingworth, Executive Secretary 2222 Kalakaua Avenue Honolulu, Hawaii 96815	922-1636
	Jan Steves, President c/o Sheraton Hotel	
Kauai Hotel Association	William Johnson, President c/o Kauai Surf Hotel Kalapaki Beach, Kauai	245-3631
National Executive Housekeepers Association, Hawaii Chapter	Pat L. Burkett, President c/o Kaiser Hospital	949-5811
	Jeanette Salvador, Secretary Box 209 Waialua, Hawaii 96791	621-8411
Oahu Hotel Association	Thomas Hoadley, President c/o Princess Kaiulani Hotel 120 Kaiulani Avenue Honolulu, Hawaii 96815	922-5811

HEALTH OCCUPATIONS

Organization	Address / Contact Person	Telephone
DENTAL ASSISTING		
Hawaii Dental Association	Dr. Herbert M. Kobayashi, Pres. Medical Arts Bldg., Suite 704	537-9879
	Richard Yokoyama, Secretary 45-718 Kam Highway Kaneohe, Hawaii 96744	537-9879 235-4508
Hawaii Dental Hygienists Association	Sharon Hightower, President 1356 Kapau St. Kailua , Hawaii 96734	261-3596
	Mary Lou Everett, Secretary 424 Kaha St. Kailua , Hawaii 96734	262-6810
Hawaii Dental Laboratory Association	Bob T. Nishimura, President 1600 Kapiolani Blvd. Honolulu, Hawaii, 96814	946-6731
	Robert Y. Okazaki, Secretary 1152A Koko Head Avenue Honolulu, Hawaii 96816	737-0304
Hawaii Society of Dentistry For Children	Dr. Clyde Uchida, President 4211 Waialae Avenue Honolulu, Hawaii 96816	735-1733
	Dr. Howard Fujino, Secretary 94-873 Farrington Highway Waipahu , Hawaii 96797	677-9741
Hawaii Society of Orthodontist	Dr. Ray Ohata, President 275 Ponahawi Street Hilo, Hawaii 96720	935-1780
	Dr. Arthur Kamisugi, Secretary 1060 Young Street Honolulu, Hawaii 96814	523-2402
Honolulu County Dental Assistants Society	747 Kapahulu Avenue, Apt. 1 Honolulu , Hawaii 96816	
	Kathryn Hill, President 136 Opihikao Way Honolulu, Hawaii 96825	373-0419

Organization	Address / Contact Person	Telephone
DENTAL ASSISTING continued		
Honolulu County Dental Assistants Society, continued	Theresa Szyper, Secretary 747 Kapahulu Ave., Apt. 1 Honolulu, Hawaii 96816	732-3079
Honolulu County Dental Society	291 Alexander Young Bldg. Honolulu, Hawaii 96813	
	John E. Ebert, Presidnet 1040 S. King St., Ste. 402 Honolulu, Hawaii 96814	537-3095
	William K, Sato, Secretary 94-239 Waipahu Depot St. Waipahu, Hawaii 96797	671-5605
HEALTH AIDE, HEALTH, MEDICAL ASSISTING, NURSING, PRACTICAL NURSING, NURSE'S AIDE TRAINING		
American Academy of Dermatology	Rudolph L. Baer M.D., Pres. 566 First Avenue New York 10016	
	John M. Shaw, M.D. Secretary Box 5368 Tacoma, Washington 98405	627-3777
	Dr. Harold L. Arnold Jr. c/o Straub Clinic (local contact)	
American Academy of Optometry	Dr. Y.K. Look, President Suite 517, Ala Moana Bldg. Honolulu, Hawaii 96814	949-7098
	Dr. George Buto, Secretary 1109 Bethel Street Honolulu, Hawaii 96813	533-4268
American College of Physicians, Hawaii Chapter	John L. Bell M.D., 1441 Kapiolani Blvd. Ste. 415 Honolulu, Hawaii 96814	941-5085

Organization	Address / Contact Person	Telephone
HEALTH AIDE, NURSING, ETC., contd.		
American College of Surgeons, Hawaii Chapter	Richard Omura MD., President 441 Kapiolani Blvd., Ste, 515 Honolulu, Hawaii 96813	949-4792
	Carl Mason, MD., Secretary	949-1068
American Industrial Hygiene Association, Hawaii Section	Carl Souza, Secretary Box 2750 Honolulu, Hawaii 96840	548-7756
American Paramedical Institute	233 S. King Street, Suite 101 Honolulu, Hawaii 96813	536-8807
Association of Military Surgeons of the United States, Hawaii Chapter	Maj. Gen. W.D. Graham, (Ret.) President 420 Poipu Drive Honolulu, Hawaii 96821	395-1942
Hawaii Academy of Family Physicians	Doris Jasinski MD., President 1904 University Ave. Honolulu, Hawaii 96822	946-8327
	Jean E. Kappow 47-40 Lulani St. Kaneohe , Hawaii 96744	
Hawaii Association of Medical Assistants	Jean O. Lauro, President 1615 Merkle Street Honolulu, Hawaii 96819	841-2737
	Loretta J. Conchee, Secretary P.O. Box 10054 Honolulu, Hawaii 96816	
Hawaii Association of Medical Clinics	Richard Kennedy, President 880 S. King Street Honolulu, Hawaii 96813	
	Pearl Nagata, Treasurer 1481 S. King Street Honolulu, Hawaii 96814	

Organization	Address / Contact Person	Telephone
HEALTH AIDE, NURSING, ETC., contd.		
Hawaii Association of Nurse Anesthetists	Fred Foster, President 1655 Makaloa St., #1501 Honolulu, Hawaii 96814	949-2794
	Oanis Armstrong, Secretary 41830 Kahala Avenue Honolulu, Hawaii 96816	734-8192
Hawaii Association of Osteopathic physicians and Surgeons	Walter Horne, President	949-7581
	Dale Peuce, Secretary P.O. Box 6448 Honolulu, Hawaii 96818	423-1359
Hawaii Chapter of the Academy of Pediatric and Honolulu Chapter of the Pediatric Society	Calvin C.J. Sia, MD., President 1350 S. King Street Honolulu, Hawaii 96817	536-7067
	Stephen Tenby, MD., Secretary 1227 Analii Place Honolulu, Hawaii 96821	373=9371
Hawaii Chiropractice Association	Teruo Tanji, President 834 Kilani Avenue Wahiawa, Hawaii 96786	621-9081
	Kwanlin Wong, Secretary 1575 S. Beretania St. Ste 210 Honolulu, Hawaii 96814	955-5686
Hawaii Dermatological Society	Alan Izumi, MD, President c/o Straub Clinic	523-2311
	Robert Clingan MD, Secretary c/o The Honolulu Medical Group 550 S. Beretania Street Honolulu, Hawaii 96813	537-2211
Hawaii Industrial Medical Association	Herbert K.N. Luke MD, President 1523 Kalakaua Ave, Honolulu, Hawaii 96814	949-6121

HEALTH
OCCUPATIONS

Organization	Address / Contact Person	Telephone
HEALTH AIDE, NURSING, ETC. contd.		
Hawaii Industrial Nurse's Association	Box 2750 Honolulu, Hawaii 96803	
	Virginia Gates, President 917 Koko Isle Circle Honolulu, Hawaii 96825	395-4537
	P.K. McClain, Secretary Box 2750 Honolulu, Hawaii	598-7906
Hawaii League for Nursing Inc.	Mabel Smyth Building 510 S. Beretania Street Honolulu Hawaii 96813	
	Paul E. Cook, President 226 N. Kuakini St. Honolulu, Hawaii 96817	533-1637
	Bud Scott, Secretary 1358 N. King Street Honolulu, Hawaii 96817	
Hawaii Nurses Association	510 S. Beretania Street Honolulu, Hawaii 96813	
	Sandra Chung, President	531-1628
	Pat Sato, Secretary	
Hawaii Optometric Association	Yukio Sumida MD., President Pearl City Shopping Center	455-3333
	Arthur Kobayashi, MD., Sec. Wahiawa Medical Center, Rm 2	621-5252
Hawaii Pharmaceutical Association	Box 1198 Honolulu, Hawaii 96807	
	Thomas A. Okimoto, President Box 760 Wahiawa, Hawaii 96786	621-0311
	Charlene Yee Choi Box 1198 Honolulu, Hawaii 96807	

HEALTH
OCCUPATIONS

Organization	Address / Contact Person	Telephone
HEALTH AIDE, NURSING, ETC., contd.		
Hawaii Podiatry Association	L.M. Beers, President 386 Alexander Young Building Honolulu, Hawaii	536-6006
	Michael Lee, Secretary	946-1411
Hawaii Society of Anesthesiologists	Bernice Walters MD., President 646 Kaimalino, Kailua, Hawaii 96734	254-2992
	Eldon E. Smith MD., Secretary 1425 Laamia Street Honolulu, Hawaii 96821	373-4667
Hawaii Society of Hospital Pharmacist	Florence Huntington, Pres. 622 Ainapo Street Honolulu, Hawaii 96825	395-5645
	Florence Yip, Secretary 1511 Nuuanu Avenue Honolulu, Hawaii 96817	536-3233
Hawaii Society of Internal Medicine	510 S. Beretania Street Honolulu, Hawaii 96813	
	Roger Ogata MD, President 2525 S. King Street Honolulu, Hawaii 96814	947-3733
	Ronald Moore MD., Treasurer 888 S. King Street Honolulu, Hawaii 96813	523-2311
Hawaii Society of Pathologist	James Navin, MD., President c/o Straub Clinic	
	James Lumeng MD., Secretary 2230 Liliha Street Honolulu, Hawaii 96817	547-0289

Organization	Address / Contact Person	Telephone
HEALTH AIDE, NURSING, ETC, contd.		
Hawaii Thoracic Society	245 N. Kukui Street Honolulu, Hawaii 96817	537-5966
	David J. Andrew MD., Pres. 888 S. King Street Honolulu, Hawaii 96813	523-2311
	Grace G. Maher MD., Secretary 94-235 Leoku Street Waipahu, Hawaii 96797	677-0713
Hawaii Urological Society	Masaru Koike MD., 1507 S. King Street, Rm 102 Honolulu, Hawaii 96814	949-6688
	George Kennessey MD., Sec. Alexander Young Building Honolulu, Hawaii 96813	524-5510
Hawaiian Surgical Association	510 S. Beretania Street Honolulu, Hawaii 96813	
	Albert K.S. Chun, President 1441 Kapiolani Blvd. Honolulu, Hawaii 96814	949-1068
	Robert H. Oishi , Secretary 1010 S. King Street Honolulu, Hawaii 96814	536-5811
Honolulu County Medical Society	510 S. Beretania Street Honolulu, Hawaii 96813	536-6988
	Albert C.K. Chun Hoon, Pres. 1441 Kapiolani Blvd. Honolulu, Hawaii 96814	949-0067
	Ann B. Catts MD., Secretary 920 Ward Avenue Honolulu, Hawaii 96814	536-1451

Organization	Address / Contact Person	Telephone
HEALTH AIDE, NURSING, ETC. contd.		
Honolulu General Surgical Society	M.W. Nicholson MD., President 388 Alexander Young Bldg. Honolulu, Hawaii 96813	536-2371
	C.A. Manayan MD., Secretary 300 Pali Highway Honolulu, Hawaii 96817	536-6119
Honolulu Obstetrical and Gynecological Society	Francis Terada MD., President 1481 S. King Street Ste 223 Honolulu, Hawaii 96814	949-5351
	Francis Soon MD., Secretary 1481 S. King St. Suite 321 Honolulu, Hawaii 96814	949-6624
Hospital Association of Hawaii	190 S. King Street, Ste. 765 Honolulu, Hawaii 96813	533-2795
	Will J. Henderson , President 1645 Ala Wai Blvd Honolulu, Hawaii 96815	949-7830
	Robert E. Wilcox, Secretary 1645 Ala Wai Boulevard Honolulu, Hawaii 96815	946-2543
	Ollie Burkette, Exec. Dir.	
International Health Evaluation Association	Fred T. Gilbert Jr. MD., Pres. 1100 Ward Avenue Suite 460 Honolulu, Hawaii 96814	531-8614
Licensed Practical Nurses Association of Oahu	Irene Young, President	
	Lydia Dupont, Secretary 1644A 10th. Avenue Honolulu, Hawaii 96816	737-0135
Mental Health Association Of Hawaii	Rev. Robert Friske, President 5052 Kilauea Avenue Honolulu, Hawaii 96816	734-3112
	Patti Drake, Secretary	

Organization	Address / Contact Person	Telephone
HEALTH AIDE, NURSING, ETC., contd.		
Regional Medical Program of Hawaii	770 Kapiolani Blvd. Honolulu, Hawaii 96813	
	Satoru Izutsu , Exec. Dir. Box 4129 Honolulu, Hawaii 96813	531-6525
	Ethel Kawano, Secretary	531-6525
Wahiawa Hospital Association	Box 580 Wahiawa, Hawaii 96786	
	Tom T, Kato, President 31 California Avenue Wahiawa, Hawaii 96786	622-1605
	Robert Y. Ichiki, Secretary 1272 Loko Drive Wahiawa, Hawaii 96786	621-8232
RADIOLOGIC TECHNICIAN		
Hawaii Radiological Society	Ghim L. Yeoh MD., President 1481 S. King Street Honolulu, Hawaii 96814	949-0091
	Ray Brust MD., Secretary c/o St. Francis Hospital 2260 Liliha Atreet Honolulu, Hawaii 96817	533-7441
Hawaii Society of Radiological Technologist	Richard Mato R.T., President 347 N. Kuakini Street Honolulu, Hawaii 96817	536-2236
	Margaret King R.T., Secretary 1574 Thurston Avenue #703 Honolulu, Hawaii 96822	
MEDICAL LABORATORY TECHNICIAN		
American Society for Microbiology	Sidney Gaines MD., President c/o Leahi Hospital	734-0221
	Dr. L.R. Berger, President c/o Dept of Microbiology, U.H.	948-8553

HEALTH OCCUPATIONS

Organization	Address / Contact Person	Telephone
MEDICAL LAB. TECH. contd.		
Hawaii Society for Medical Technology	510 Beretania Street Honolulu, Hawaii 96813	
	Diane Ogasawara, President 2652 F Booth Road Honolulu, Hawaii 96814	536-9893
	Carol Lum, Secretary 6039 Kalanianaole Hwy Honolulu, Hawaii 96821	373-8025
RESPIRATORY THERAPY		
Hawaii Eye, Nose and Throat Society	Kazuo Teruya, President 1077 Bishop Street Honolulu, Hawaii 96813	531-7283
	Shigemi Sugiki, Secretary 1150 S. King St., Ste. 905 Honolulu, Hawaii 96814	531-5411
OCCUPATIONAL THERAPY ASSISTANT		
American Physical Therapy Association, Hawaii Chapter	Susan Granoff, President 4133 Sierra Drive Honolulu, Hawaii 96816	732-3527
	Lynn Beattie, Secretary c/o Tripler P.T. Department	
Occupational Therapy Association of Hawaii	510 S. Beretania Street Honolulu, Hawaii 96813	
	Gayle Barenz, President 1009 Koko Head Ave Honolulu, Hawaii 96816	734-6898
	Blanche Chang, Secretary	
DIETETIC TECHNOLOGY		
Hawaii Dietetic Association	Irene McCallin, President 56 Niuhi Street Honolulu, Hawaii 96821	373-4287
	June Palacio, Secretary 1600 Ala Moana Blvd #1208 Honolulu, Hawaii 96815	946-9794

ELECTRICAL/ELECTRONIC

OCCUPATIONS

Organization	Address / Contact Person	Telephone
ELECTRONIC TECHNOLOGY		
Armed Forces Communication and Electronic Association, Hawaii Chapter	Col. Frank A. Wall, President 703 Beard Avenue Hickam AFB, Hawaii 96553	449=9733
	Kristin Bredwell, Secretary PACAF/01 Hickam AFB	449-2834
Hawaii Electronics Association	Arnold Shimizu, President 2295 N. King Street Honolulu, Hawaii 96819	845-4622
	Nancy Shimizu, Secretary, Box 2120 Honolulu, Hawaii 96805	548-5802
Hawaii Electronic Service Dealers Association	Clifford Lum, President 2911 Kapiolani Boulevard Honolulu, Hawaii 96814	732-6638
	Peter Sabin, Secretary 91-2172 Ft. Weaver Road Ewa Beach, Hawaii 96706	681-3288
Hawaii Television Service Association	Lawrence J. Carvalho, Pres. c/o Larry's T.V. Sales and Service Box 334 Honolulu, Hawaii 96734	262-4879
	Harry Sunada, Secretary c/o Radionic Service Company 851 Kapahulu Avenue Honolulu, Hawaii 96816	737-7722
ELECTRICITY, INDUSTRIAL ELECTRICITY		
Illuminating Engineers Society, Hawaii Chapter	Albert Chong, President 765 Amana Street, Suite 408 Honolulu, Hawaii 96814	941-9402
	John Lam, Secretary	

Organization	Address / Contact Person	Telephone
ELECTRICITY, contd.		
Intsitute of Electrical and Electronic Engineers, Hawaii Section	Earl H. Rothermel, Chairman c/o Hawaiian Electric Co. Inc. Honolulu, Hawaii 96813	548-4471
	Dr. Donald J. Grace, Secretary c/o University of Hawaii Honolulu, Hawaii 96822	948-8301
International Association of Electric Inspectors, Hawaii Chapter	Henry Sato, President c/o City and County of Honolulu Honolulu, Hawaii 96813	
	Ted L. Ralston, Secretary Box 2750 Honolulu, Hawaii 96840	548-7765
International Brotherhood of Electrical Workers, Local 1186	Akito Fujikawa, Bus. Manager 904 Kohou Street, Room 201 Honolulu, Hawaii 96817	
International Brotherhood of Electrical Workers, Local 1260	Francis J. Kennedy Jr. Business Manager 2305 S. Beretania Street Honolulu, Hawaii 96814	
International Brotherhood of Electrical Workers, Local 1357	John Han, Business Manager 577 Ala Moana Blvd, Room 815 Honolulu, Hawaii 96813	
Pacific Electrical Contractors Association	1441 S. King Street, Rm. 303A Honolulu, Hawaii 96814	949-5984
	Ted Terayama, President 2812 Awaawaloa Street Honolulu, Hawaii 96819	839-2042
	Tom Waracka, Secretary	

CONSTRUCTION / CIVIL TECHNOLOGY OCCUPATIONS

Organization	Address / Contact Person	Telephone
CARPENTRY, CONSTRUCTION TECHNOLOGY, BUILDING MAINTENANCE, INDUSTRIAL MAINTENANCE		
American Society of Architectural Hardware Consultants	Wilford Wong, Chairman	847-7229
	Eric Twelmeyer, Secretary 2205 Fern Street Honolulu, Hawaii 96814	941-7823
American Water Works Association Hawaii Chapter	Edward Y. Hirata, Chairman 46-255 Ikiiki Street Kaneohe, Hawaii 96744	247-3138
	George A.Y. Hiu, Secretary 731 Kalanipuu Street Honolulu, Hawaii 96825	395-3204
Asbestos Workers, Heat and Front Insulators, Local 132	707 Alakea St., Room 207 Honolulu, Hawaii 96813	521-6405
Association of Journeyman and Apprentices of the Plumbing and Pipe Fitting Industry	Edward J. Kovack, Sec. Treas 205 Empire Building 49 S. Hotel Street Honolulu, Hawaii 96813	
Bricklayers, Masons and Plasterers, Local 1	Henry Tavares, President 2305 S. Beretania Street Honolulu, Hawaii 96814	955-6644
Building and Construction Trades Council	Elmo Samson, President 2305 S. Beretania St., Honolulu, Hawaii 96814	941-3757
Carpenters Union, Local 745	1311 Houghtailing Street Honolulu, Hawaii 96817	847-5761
Carpet and Linoleum and Soft Tile Layers, Local 1926	Kenneth Reyes, 707 Alakea Street Honolulu, Hawaii 96813	
Cement and Concrete Products Industry of Hawaii	2828 Paa Street, Ste 110 Honolulu, Hawaii 96819	
	Mario Valdastri, President 45007 Ka-Hanahou Place Honolulu, Hawaii	247-2533

CONSTRUCTION / CIVIL TECHNOLOGY

OCCUPATIONS

Organization	Address / Contact Person	Telephone
CARPENTRY, MAINTENANCE continued		
Cement Workers, Local 418	Isaac Adams, President 89-946 Noholiko Street Waianae, Hawaii 96792	
Construction and General Laborers' Union, Local 368	Elmo Samson, 904 Kohou Street, Room 301 Honolulu, Hawaii 96817	
Concrete Technicians Association of Hawaii	Wayne Kawano, President	682-5761
	Rudolfo Tayros, Secretary c/o Pacific Concrete and Rock 2344 Pahounui Street Honolulu, Hawaii 96819	845-6441
Dry Wall, Tapers and Finishers and Allied Workers Union, Local 1944	Robert Powell, President 2305 S. Beretania St., Room 201 Honolulu, Hawaii 96814	
Elevator Constructors Union, Local 126	Ike, Johnson, Business Rep. 707 Alakea Street Hnolulu, Hawaii 96814	
General Contractors Association of Hawaii	1065 Ahua Street Honolulu, Hawaii 96819	
	Clinton S. Hardesty, Pres.	
	James G. Westlake, Secretary 1065 Ahua Street Honolulu, Hawaii 96819	833-1681
Glaziers and Glass Workers, Local 1889	Daniel G. Pacheco, Bus. Rep. 1001 Dillingham Blvd, Room 317 Honolulu, Hawaii 96817	
Gypsum and Dry Wall Contractors Association of Hawaii	Bob Nasby, Exec. Secretary 2828 Paa Street, Ste 3167 Honolulu, Hawaii 96819	
	Harry Cronish, President 1888 Kalakaua Ave., Room J Honolulu, Hawaii 96815	949-6778
	John Dixon, Secretary 611 Middle Street Honolulu , Hawaii 96819	841-3811

CONSTRUCTION / CIVIL TECHNOLOGY

OCCUPATIONS

Organization	Address / Contact Person	Telephone
CARPENTRY, MAINTENANCE continued.		
Hawaii Chinese Building Industry Association	Frank Seto, President 568 Dillingham Blvd Honolulu, Hawaii 96817	841-3358
	Henry Lee, Secretary	
Hawaii Floor Covering Association	Robert W.J. Tom, President 505 Kamani Street Honolulu, Hawaii 96813	521-1083
	Thomas W. Bates, Secretary 1229-G Waimanu Street Honolulu, Hawaii 96814	521-6714
Hawaii State Contractors License Board	Box 3469 Honolulu, Hawaii 96801	
	Ikuo Taketa, President 803 Mapunapuna Street Honolulu, Hawazii 96819	839-2422
	Charles I Cook, Exec. Sec. Box 3469 Honolulu, Hawaii 96801	548-7637
Hawaii State Federation of Labor	A. Van Horn Diamond, 547 Halekauwila St., Room 216 Honolulu, Hawaii 96813	
Home Builders Association of Hawaii	700 Bishop Street , Suite 1415 Honolulu, Hawaii 96813	
	Carr E. Reinhardt 1456 Ihiloa Loop Honolulu, Hawaii 96821	377-5024
	James M. Higa, Secretary 934 Maniniholo Street Honolulu, Hawaii 96825	395-2420
Home Builders Association of Hawaii, Kona Council	Steve Metzner, President Box 1503 Kailua Kona, Hawaii 96740	325-7280
	William A. Stookey, Secretary Box 1899 Kailua Kona , Hawaii 96740	329-3151

CONSTRUCTION / CIVIL TECHNOLOGY

OCCUPATIONS

Organization	Address / Contact Person	Telephone
CARPENTRY, MAINTENANCE continued		
Home Builders Association of Hawaii, Maui Council	Mits Arisumi, President 1870 Mill Drive Wailuki, Maui 96793	877-5014
	Leroy Weiser, Secretary 2430 S. Kihei Road Wailuki, Hawaii 96793	877=0028
Home Builders Association of Windward Oahu	Box 98 Kailua, Hawaii 96744	
	Paul Adachi, President 44-135 Keaalau Place Kaneohe, Hawaii 96744	247-2464
	D. McPeake, Secretary 47-357C Ahuimanu Road Kaneohe, Hawaii 96744	
Industrial Relations Association of Hawaii	Box 9668 Honolulu, Hawaii 96820	
	Ken Roberts, President c/o First Insurance Company of Hawaii	548-2771
	Yukie Hirata, Secretary c/o Pacific Concrete and Rock 2344 Pahounui Drive Honolulu, Hawaii 96819	845-6441
Kauai Amfac Contractors Association	Olaf Thronas, President Waialua Kapaa, Kauai 96746	
	Kahiko Kuboyama, Secretary Waipouli Kapaa, Kauai 96746	
Lathers International Union 491	Richard Fonseca, Business Agent 1805 Hookoe Street Pearl City, Hawaii 96782	
National Association of Housing Redevelopment Officials, Hawaii Chapter	Edward R. Aotani, President 225 Queen Street, Room 400 Honolulu, Hawaii 96813	531-0586
	Irene Fujiwara, Secretary c/o Hawaii Housing Authority	

CONSTRUCTION / CIVIL TECHNOLOGY

OCCUPATIONS

Organization	Address / Contact Person	Telephone
CARPENTRY, MAINTENANCE continued		
National Association of State Contractors Licensing Agencies	Emile Wynn, President 158 Kuuhoa Place Kailua , Hawaii 96734	261-5948
	Ben Meir , Secretary	
Oahu Contractors Association	Hiroshi Yoza, President Box 7 Aiea , Hawaii 96701	488-6894
	Wally Miura, Secretary 1728 Homerule Street Honolulu, Hawaii 96819	
Oahu Masonry Contractors Association	Stanley Tokunaga, President 1024 Kikowaena Place Honolulu, Hawaii 96819	839-4672
	Kazu Sunada, Secretary 850A Mooawaa Street Honolulu, Hawaii 96817	
Operative Plasterers and Cement Masons, Local 630	Norman Shimada , President 2305 S. Beretania Street Honolulu, Hawaii 96814	
Pacific Bureau for Lathing and Plastering	765 Amana Street, Room 304 Honolulu, Hawaii 96814	
	Alfred Coelho, President 2850 Kaihikapu Street Honolulu, Hawaii 96819	839-2459
	Masami Sugai, Secretary 730 Umi Street Honolulu, Hawaii 96819	847-1171
Painting and Decorating Contractors Association	Etsuo Shigezawa, Exec. Dir. 1259 S. Beretania Street Honolulu, Hawaii 96814	536-3561
	James Wada, President 766 Mapunapuna Street Honolulu, Hawaii 96819	833-3454

CONSTRUCTION / CIVIL TECHNOLOGY

OCCUPATIONS

Organization	Address / Contact Person	Telephone
CARPENTRY, MAINTENANCE continued		
Painters Union 1791	John Montrone, Business Rep. 2305 S. Beretania Street Honolulu, Hawaii 96814	
Plumbers Association of Oahu	Barnard Miura, President c/o Miura Plumbing 1718 Hau Street Honolulu, Hawaii 96819	845-0280
	Yaeo Tanigawa, Secretary 99-717 Aiea Heights Drive Aiea, Hawaii 96701	488-1591
Plumbing and Mechanical Contractors Association of Hawaii	2828 Paa Street, Room 2150 Honolulu, Hawaii 96819	
	George K Tsukamoto, President c/o Tsukamoto Plumbing , Ltd.	247-1900
	Robert Suzuki, Secretary	
Producers Council, Honolulu Chapter (manuf. of bldg. material and equipment)	Frank Thatcher Jr. Exec. Sec Box 1099 Honolulu, Hawaii 96808	847-0720
	Bob Ward, President	
Roofers Damp and Waterproof Workers Association	Samuel Mokuahi, Sec. / Treas 908 Bannister Street Honolulu, Hawaii 96817	
Steel Fabricators and Erectors of Hawaii	Ray Fuhrman , President 2308 Pahounui Drive Honolulu, Hawaii 96819	845-3291
	Katsuro Kubota, Secretary	538-7235
Subcontractors Association of Hawaii	1451 S. King Street, Room 303A Honolulu, Hawaii 96817	
	Jack Craig, President 3350 Ward Avenue Honolulu, Hawaii 96814	533-7402
	Etsuo Shigezawa, Secretary	536-3561

CONSTRUCTION / CIVIL TECHNOLOGY

OCCUPATIONS

Organization	Address / Contact Person	Telephone
CARPENTRY, MAINTENANCE continued		
Tile and Terrazzo Contractors Association of Hawaii	Ralph Zimmerman, President 946 Queen Street Honolulu, Hawaii 96813	537-6375
	Tony Richards, Secretary 94-078 Leokane Street Waipahu, Hawaii 96797	671-4056
Women in Construction	Jane Okamura, President	
	Judie Ifuku, Secretary 45-469 Lipalu Street Kaneohe, Hawaii 96744	247-0831
Wood Products Association of Hawaii	Howard Chong, President c/o City Mill Company 660 N. Nimitz Highway Honolulu, Hawaii 96817	533-3816
	James Lovell, Exec. Director 287 Mokauea Street Honolulu, Hawaii 96819	845-9751
ENGINEERING TECHNOLOGY		
American Association of Cost Engineers	Doc Seeney, President Pacific Trade Center, Ste 850 Honolulu, Hawaii 96813	524-4960
	Harold Nakakura, Secretary c/o Nakakura Construction 2621 Waiwai Loop Honolulu, Hawaii 96819	841-2854
American Congress of Surveying and Mapping, Hawaii Section	Geoffrey B. Goeggel, Chairman Box 2981 Honolulu, Hawaii 96802	524-1110
	Katie Tamashiro, Secretary	537-9971
American Federation of Technical Engineers, Hawaii Pacific Area Local 121	Dale T. Trenhaile, President 45-306 Makalani Street Kaneohe, Hawaii 96744	247-2942
	W.C. Young, Secretary 1515 Ninth Ave Honolulu, Hawaii 96816	734-0939

CONSTRUCTION / CIVIL TECHNOLOGY

OCCUPATIONS

Organization	Address / Contact Person	Telephone
ENGINEERING TECHNOLOGY continued		
American Society for Testing and Materials, Hawaii District	Watson Clifford, President 811 Middle Street Honolulu, Hawaii 96819	841-0911
	Fred Sekiya, Secretary 2344 Pahounui Drive Honolulu, Hawaii 96819	845-6441
American Society of Civil Engineers, Hawaii Section	Harold Hamada, President	734-1043
	Paul M. Hirota, Secretary 745 Fort Street, Suite 514 Honolulu, Hawaii 96813	839-4453
American Society of Mechanical Engineers, Hawaii Section	James C.S. Chou 3232 Ahinahina Place Honolulu, Hawaii 96816	948-7597
	Edward K. Lee, Secretary	449-9543
American Society of Mechanical Engineers, Hawaii Section, Women's Auxillary	Edna Rothermel, President 45-372 Akimala Street Kaneohe Hawaii 96744	235-2378
	Catherine A. Cordes, Secretary 3454 Alani Drive Honolulu, Hawaii 96822	988-2077
Construction Specifications Institute, Honolulu Chapter	Box 1099 Honolulu, Hawaii 96808	
	Donald Goo, President c/o Wimberly Whisenand Allison Tony and Goo Architects	922-1253
Consulting Engineers Council of Hawaii	1392 Kapiolani Blvd., Room 23 Honolulu, Hawaii 96814	949-5459
	Don Shimazu, President c/o Shimazu, Shimabukuro, Fukuda Incorporated	531-1308
Engineering Association of Hawaii	Harold S. Hamada, President c/o City and County Public Works Department	948-7298

CONSTRUCTION / CIVIL TECHNOLOGY

OCCUPATIONS

Organization	Address / Contact Person	Telephone
ENGINEERING TECHNOLOGY continued		
Hawaii Council of Engineering Societies	Walter B.S. Lum, Chairman	737-7931
	Jack D. Hess, Secretary 2764 Kapiolani Blvd. Honolulu, Hawaii 96814	533-1131
Hawaii Society of Professional Engineers, Big Island Chapter	Box 942 Hilo , Hawaii 96720	
	George T. Kodani, President	935-3347
	Bruce Takamini, Secretary	935-5721
Hawaii Society of Professional Engineers, Honolulu Chapter	Box 3774 Honolulu, Hawaii 96812	
	Fred Frizelle, President	839-4511
	Delwin Ching, Secretary	548-5279
Hawaii Society of Professional Engineers, Maui Chapter	Ralph Hayashi, President Holomakani , Maui	878-6022
	Kenneth Kong, Secretary	
International Federation of Professional and Technical Engineers, Local 121	Merwyn K. Lyons, Business Mngr Box 2319 Honolulu, Hawaii 96804	
Structural Engineers Association of Hawaii	Don Shimazu, President 1210 Ward Avenue Honolulu, Hawaii 96814	531-1308
	Yaji Kasamoto, Secretary 1272 S. King Street Honolulu, Hawaii 96814	536-9337

MECHANICAL
OCCUPATIONS

Organization	Address / Contact Person	Telephone
AVIATION MAINTENENCE TECHNOLOGY		
Hawaii Aeronautical Association	Box 9098 Honolulu, Hawaii 96820	
	R.C. Rezentes, President c/o Pan American World Airways	842-6261
Hawaii Aerospace Education Association	Box 9417 Honolulu, Hawaii 96820 FAA Building, 3rd Floor	
	C. Robert Couzens, President 874 Dillingham Boulevard Honolulu, Hawaii 96817	
International Association of Machinist and Aerospace Workers	Fusao Ogoshi, Business Rep. 1449 S. Beretania Street Honolulu, Hawaii 96814	
AUTOMOTIVE MECHANIC TECHNOLOGY, AUTO BODY REPAIR AND PAINTING, DIESEL MECHANIC		
Automobile Club of Hawaii	James Kumashiro, President 1022 Bethel Street, Room 404 Honolulu, Hawaii 96813	533-6341
	Laurie Dowsett, Secretary 27 Moloaa Street Honolulu, Hawaii 96825	955-5855
Hawaii Automobile Dealers Association	Ken H. Matsumoto, President 1115 Ala Lilikoi Place Aiea, Hawaii, 96701	833-1414
	Axel Silen, President Elect 44-319 Kaneohe Bay Drive Kaneohe, Hawaii 96744	254-2132
	Richard Schubert, Secretary 1212 Ala Moana Boulevard Honolulu, Hawaii 96814	537-1866

MECHANICAL

OCCUPATIONS

Organization	Address / Contact Person	Telephone
AUTOMOTIVE Continued		
Hawaii Automotive and Retail Gasoline Dealers	Richard Botti, Exec. Secretary	737-4155
	Akira Sato, President	
	Toshi Okamura, Secretary 3175 Waialae Ave, Room 301 Honolulu, Hawaii 96816	
Hawaii Automotive Suppliers Association Incorporation	George Schuman, President Box 2420 Honolulu, Hawaii 96804	533-6211
	Earl Fernandez, Secretary	533-6211
Hawaii Trucking Association	Box 3106 Honolulu,Hawaii 96802	
	John Farnell, President	847-5929
	James Tagupa, Secretary	
Honolulu Auto Club	Pacific Trade Center, Suite 415 Honolulu, Hawaii 96814	531-6502
Industrial Traffic Association of Hawaii	Box 10684 Honolulu, Hawaii	
	Ed Greenwood, President c/o Hawaiian Telephone Co. 1677 Bishop Street Honolulu, Hawaii 96813	546-3000
	Jeanne Graham, Secretary c/o Howard of Honolulu 1116 Auahi Street Honolulu, Hawaii 96814	531-7531
Oahu Fleet Safety Organization	c/o Honolulu Municipal Building 650 S. King Street Honolulu, Hawaii 96813	
	Roy Akau, President c/o Dept. of Transportation City and County of Honolulu,	523-4821
	Doris Watanabe, Secretary c/o Dept. of Transp.	523-4821

MECHANICAL

OCCUPATIONS

Organization	Address / Contact Person	Telephone
HEAVY EQUIPMENT MAINTENANCE		
Hawaii Transportation and Allied Workers Union	Charles Kiaha, President 707 Alakea Street Honolulu, Hawaii 96813	
International Union of Operating Engineers, Local 3	Harold Lewis, Financial Sec. 2305 S. Beretania St., Room 207 Honolulu, Hawaii 96814	
MARINE TECHNOLOGY		
Marine Engineers, Pacific Coast	Walter Howard, Area Representative Box 4151 Honolulu, Hawaii 96813	
Masters, Mates and Pilots Union	Harold Myers, Field Representative Pier 2, Room 31 Honolulu, Hawaii 96813	
Sailors Union of the Racific	Charles Russo, Port Agent 707 Alakea Street Honolulu, Hawaii 96813	
REFRIGERATION AND AIR CONDITIONING TECHNOLOGY		
American Society of Heating Refrigeration and Air Conditioning Engineers	John Gesser, President 956 Kawaiahao Street Honolulu, Hawaii 96814	537-4548
	Giovanni Chung, Secretary 770 Kapiolani Boulevard Honolulu, Hawaii 96813	521-2943
Refrigeration Service Engineers Society of America, Aloha Chapter	Ivan Faxon Sr., President 416 B Maluniu Avenue Kailua, Hawaii 96734	261-4597

MECHANICAL OCCUPATIONS

Organization	Address / Contact Person	Telephone
SHEET METAL AND PLASTIC TECHNOLOGY		
National Association of Corrosion Engineers, Hawaii Section	Heine Kamai, Chairman 3433 Pakui Street Honolulu, Hawaii 96816	732-2304
	Jiro Sumida, Secretary Box 2200 Honolulu, Hawaii 96805	537-7111
Sheet Metal Contractors Association	Robert Mead, President 905 Umi Street, Room 306 Honolulu, Hawaii 96819	845-9393
	Robert Seelman, Secretary	845-9393
Sheet Metal Workers Union, Local 293	Richard Dumancas, President 666 Kohou Street Honolulu, Hawaii 96817	
WELDING, WELDING AND SHEET METAL, MACHINE SHOP		
American Welding Society, Hawaii Chapter	Clarence Ing, President	839-1938
	Mits Domain, Secretary	
American Welding Society, Hawaii Section	Henry Lee, President c/o Island Steel Fabricators	
	J.T. Lee, Secretary Box 2454 Honolulu, Hawaii	841-3311
Boilermakers, Iron Ship Builders, Blacksmiths, Forgers and Helpers, Local 204	Jack L. Copess, Sec.-Treas. 555 Paiea Street, Room 206 Honolulu, Hawaii 96819	
International Association of Bridges and Structural Ironworkers	Kenneth Campbell, District Rep. 908 Bannister Street, Room 205 Honolulu, Hawaii 96817	
U.S. Steel Workers Local 5876	William Yasui, Financial Sec. Box 483 Honolulu, Hawaii 96792	

TECHNICAL GRAPHICS

OCCUPATIONS

Organization	Address / Contact Person	Telephone
APPLIED ARTS		
American Institute of Interior Designers	Mark Masuoka, President 1960 S. King St. Honolulu, Hawaii 96819	955-6608
	Mary Philpotts, Secretary 1246 Kapiolani Blvd. Honolulu, Hawaii 96814	947-1815
American Institute of Interior Designers, Hawaii Chapter	Vance Borland, President 510 Kapiolani Blvd. Honolulu, Hawaii 96814	538-7155
	Esther Buttrick, Secretary 49 Pilipu Place Kailua, Hawaii 96734	262-5847
National Society of Interior Designers, Hawaii Chapter	J.L. Walzak, President 1150 S. King St., Suite 908 Honolulu, Hawaii 96814	536-2744
	Marsha Fried , Secretary 1150 S. King St., Suite 908 Honolulu, Hawaii 96814	536-2744
ARCHITECTURAL DRAFTING TECHNOLOGY, DRAFTING AND ENGINEERING AIDE, DRAFTING TECHNOLOGY		
American Institute of Architects, Hawaii Chapter	Owen Chock, President c/o EDW Inc., Architects and Planning Consultants	523-1647
	Wayson Chong, Secretary 1270 Queen Emma St., Ste. 604 Honolulu, Hawaii 96813	521-7326
American Society of Landscape Architects, Hawaii Chapter	Frank Brandt, President	
	Thomas Papandren, Secretary 3585 E. Pinao St. Honolulu, Hawaii 96822	988-3889

TECHNICAL GRAPHICS
OCCUPATIONS

Organization	Address or Contact Person	Telephone
GRAPHIC ARTS		
Advertising Agency Association of Hawaii	Darrel Kloninger, President c/o Advertising Works, Inc. 444 Hobron Lne.,,Suite 401 Honolulu Hawaii 96815	955 4416
	Becky Collins, Secretary 1402 Kapiolani Blvd. Ste. 40 Honolulu, Hawaii 96814	946 9028
Capitol Correspondents Association	Gregg Kakesako, President c/o Honolulu Star Bulletin 605 Kapiolani Boulevard Honolulu, Hawaii 96813	536 7222
	Gayle Fujinaka, Secretary c/o KHVH Newsradio 1060 Bishop St., Suite 402 Honolulu Hawaii 96813	524 3111
City Hall Correspondents Association	Bob Wernett. President	946 6100
	Bob Luke, Secretary c/o KHVH TV 1290 Ala Moana Blvd. Honolulu, Hawaii 96814	536 5969
Graphic Arts International Union, Local 501	Thomas Sing 451 Atkinson Drive Honolulu, Hawaii 96814	
Hawaii Advertising Review Board	677 Ala Moana Blvd, Suite 602 Honolulu, Hawaii 96813	
	Rev. Charles T. Crane 5286 Kalanianaole Hwy. Honolulu, Hawaii 96821	373 2131
Hawaii Advertising Review Council	Robert Dodge c/o Kai, Dodge, and Evensen Financial Plaza of the Pacific	536 7744
Hawaii Newspaper Guild, Local 117	Roy Kruse, Administrative Officer 451 Atkinson Drive Honolulu, Hawaii 96814	
Hawaii Publishers Association	George Mason, President c/o Crossroads Press Box 833, Honolulu Hawaii 96808	521 0021

TECHNICAL GRAPHICS OCCUPATIONS

Organization	Address or Contact Person	Telephone
GRAPHIC ARTS continued		
	Marjorie Stone, Secretary c/o Hawaii Tourist News 575 Cooke Street Honolulu, Hawaii 96813	538 6991
Honolulu Ad Club II	Larry Upp, President 575 Cooke Street Honolulu Hawaii 96813	538 6991
	Miriam Kaplan, Secretary c/o Aloha United Fund 200 N. Vineyard, 7th. Flr. Honolulu, Hawaii 96817	536 1951
Honolulu Advertising Federation	Marty Simons, President 190 S. King St. , Suite 1956 Honolulu, Hawaii 96813	524 5080
	June Covey, Secretary 190 S. King St., Suite 1956 Honolulu, Hawaii 96813	524 5080
Honolulu Club of Printing House Craftsmen	Nathan Hashimoto, President 831 Alakea Street Honolulu, Hawaii 96813	531 7202
	Jack McDonald, Secretary	
Honolulu Community Media Council	Jim Richstad, Exec,. Dir. 1777 East West Road Honolulu, Hawaii 96822	944 8625
Honolulu Press Club	Helen Altonn, President c/o Star Bulletin 605 Kapiolani Boulevard Honolulu, Hawaii 96813	536 7222
Printing Industries of Hawaii	Wallace D. McGrew, President c/o SB Printers Inc. 420 Ward Avenue Honolulu, Hawaii 96814	537 5353
	J.R. Geib, Secretary c/o Chamber of Commerce of Hi. 735 Bishop Street Honolulu, Hawaii 96813	538 7808

OCCUPATIONS

Organization	Address or Contact Person	Telephone
GRAPHIC ARTS continued		
Printing Pressmen's and Assistants' Union	John Pedro, President 451 Atkinson Drive Honolulu, Hawaii 96814	
Typographical Union, Local 37	Jerry Ahue, President 451 Atkinson Drive Honolulu, Hawaii 96814	

APPENDIX I

DIVISION OFFICES OF THREE MAJOR UNIONS

a. ILWU Local 142

Hawaii Division Director Yoshito Takamine
100 W. Lanikaula Street
Hilo, Hawaii 96720

Maui Division Director Thomas Yagi
Lower Main Street
Wailuku, Hawaii 96793

Kauai Division Director Abraham Palacay
P. O. Box 589
Lihue, Hawaii 96766

b. UPW

Hawaii Division Director Jackson Ah Chin
1289-G Kilauea Avenue
Hilo, Hawaii 96720

Maui Division Director Albert S. Carvalho, Sr.
66 Wailani Street
Wailuku, Hawaii 96793

Kauai Division Director Gary Rodrigues
P. O. Box 1201 (or 4154 Hardy Street)
Lihue, Hawaii 96766

c. HGEA

Hawaii Unit
Herbert Perreira (phone 935-6841)
180 Kinoole Street
Hilo, Hawaii 96720

Maui Unit
Gerald Machida (phone 244-5508)
2145 Kaohu Street
Wailuku, Hawaii 96793

Oahu Unit
Charles Akama (phone 536-2351)
888 Mililani Street
Honolulu, Hawaii 96813

Kauai Unit
Clarence M. Takashima (phone 245-6751)
4268-H Rice Street
Lihue, Hawaii 96766

APPENDIX 2

Island Holidays, Ltd.
an Amfac company
MYRTLE C LEE
President
MAIN OFFICE: 2222 KALAKAUA AVE., SUITE 618, PHONE (808) 922-6111
Address all correspondence to: P. O. Box 8519, Honolulu, Hawaii 96815

ISLAND HOLIDAYS, LTD.: SUMMARY

Background

Island Holidays was started in 1953 by Mr. Lyle L. Guslander with the leasing of the 24-room Coco Palms Lodge. By 1958 the company had grown to three hotels on the three major neighbor islands of Maui, Hawaii and Kauai. In 1969 Island Holidays was acquired by Amfac, Inc. as that company expanded into various service industries.

Position in the Visitor Industry

Today Island Holidays operates ten (10) hotels throughout Hawaii with a total of 3,578 guest rooms (8.0% of the State total):

Oahu -	Waikiki Beachcomber	496
	Holiday Isle	284
Maui -	Royal Lahaina	737
	Kaanapali Beach	432
Kauai -	Coco Palms	420
	Kauai Beachboy	243
	Waiohai	47
	Poipu Beach	142
Hawaii -	Keauhou	317
	King Kamehameha	460

In 1975 the Island Holidays Division of Amfac, Inc. produced consolidated revenues in excess of $51 million. Island Holidays' ten hotels produced total revenues of $48 million. At the end of 1975, Island Holidays employed 2,500 people in Hawaii and in its mainland sales offices.

Island Holidays' relative strength within the visitor industry has improved during the past four years. Comprehensive industry surveys by a public accounting firm have reported the following statewide average occupancies:

	Industry Sample	Island Holidays	Difference
1972	70.2%	70.1%	- 0.1 pt.
1973	78.1%	80.4%	2.3 pts.
1974	78.4%	83.0%	4.6 pts.
1975	75.3%	81.5%	6.2 pts.
First Quarter 1976	84.4%	86.3%	1.9 pts.

Cornerstones of Success

The major keys to Island Holidays success are its wide reaching marketing and sales programs along with its centralized management and operational control.

Today Island Holidays' marketing force includes approximately 100 employees in Hawaii and on the mainland. Its marketing and mainland sales offices consist of:

Marketing: resort sales, advertising & public relations and marketing executive staffs located in Honolulu.

Mainland Sales: Offices located in San Francisco, Los Angeles, Seattle, Denver, Chicago, Dallas, Toronto and New York City. Additionally, some sales representatives are based in cities other than those listed above.

The mainland sales offices serve as a direct contact with retail travel agents for sale of both resort hotel accommodations and Travel Service tour packages. Sales representatives assigned to various regions throughout the mainland United States and Canada keep in contact with these travel agents. Of the more than 12,000 retail agents on the mainland, Island Holidays' hotels do business with about 7,500 and Travel Service with about 6,300.

The sales offices handle daily contacts with retail agents to book hotel and tour reservations. The San Francisco sales office serves as the nerve center of the mainland sales efforts. During 1975, the mainland sales offices serviced reservations which produced 52% of Island Holidays' occupied room nights. This does not include rooms generated from retail travel agents contacted by the mainland sales offices which in turn contacted the Honolulu Central Reservations Office directly.

Another major reason for Island Holidays success is its travel division. Island Holidays Travel Service is a wholesale travel agency which sells tour packages to the ultimate customer either through retail travel agents or through its own retail departments (the Conventions Department, travel desks at the Waikiki Beachcomber and Holiday Isle hotels and the Kalakaua Street Sales Office). The Travel Service benefits from both the mainland sales efforts as well as its operational staffs in Waikiki. Currently a computerized reservation system is being developed for the tour division which will greatly enhance the efficiencies in handling its blocks of hotel rooms (including several non-Island Holidays hotels) and airline seats.

The Central Reservations Department, located in Island Holidays' Waikiki headquarters, handles reservation activities for its ten hotels. Utilizing a computerized reservation system since April, 1973, the department's efficiency has improved greatly even though the volume of business for 1976 will be 39% higher than in 1972.

When the tour reservation system is completed, the mainland sales offices will have direct access to the resort reservation system further enhancing the overall marketing efforts to maximize the revenue potential of each hotel property.

The Honolulu Administrative Services include:

- Hotel Operations Staff: Hotel Operations Manager, Food & Beverage Director, Executive Housekeeper, Real Estate (Concession) Manager, Entertainment/ Special Projects Manager, Engineering & Construction.

- Controller's Staff: Operations Controller, Internal Auditor, Computer Systems Planning Manager, Financial Planning Manager.

- Accounting: Centralized general ledger, accounts receivable, accounts payable, payroll, cashier and credit departments.

- Personnel & Industrial Relations: Coordinated personnel policies & benefits plans, on-the-job management trainee program, etc.

- Centralized Purchasing

- Administrative Services

Additionally, Amfac, Inc. provides staff support in labor relations, benefit planning, risk management, energy management, financial management, tax services and the like.

Overall, Island Holidays' success has been due to its people in all phases of marketing, operations and support services. Its composition is probably unique because of its centralized nature and its basic business philosophy. But even at the bottom line, the success of all of its systems still depends heavily on its people.

EXHIBIT "B"

BASIC STRAIGHT TIME HOURLY WAGE SCHEDULE

Classification	Effective 11/1/75	Effective 11/1/76
ADMINISTRATION & GENERAL		
Junior Accountant	$5.16	$5.54
Junior Computer Operator	5.10	5.47
Clerk/Cashier	4.36	4.68
Clerk/PBX/Cashier	4.36	4.68
Revenue Auditor	4.36	4.68
Clerk	4.19	4.49
Storekeeper	4.26	4.57
Senior Keypunch Operator	4.09	4.39
Junior Clerk	3.83	4.11
Assistant Storekeeper	3.65	3.92
File Clerk/Clerk Typist	3.64	3.90
Data Entry Clerk	3.64	3.90
FRONT OFFICE		
Night Auditor	4.86	5.20
Front Office Cashier	4.36	4.68
Clerk	4.17	4.46
File Clerk/Clerk Typist	3.64	3.90
Registration Key Clerk	3.89	4.17
SHOPS		
Cashier Clerk	3.77	4.04
Sales Clerk/Attendant	3.50	3.75
Sales/Store Clerk	3.00	3.22
PBX		
Head PBX	4.25	4.56
Night PBX	3.95	4.23
PBX	3.83	4.11
LOBBY SERVICE		
Bell Captain	2.58	2.63
Host/Hostess (non-tipping)	3.30	3.54
Bell Clerk	3.07	3.29
Shuttle Driver	2.89	2.94
Door Attendant	2.47	2.52
Bell Attendant	2.40	2.45
HOUSEKEEPING		
Housekeeping Clerk	3.83	4.11
Seamster/Seamstress	3.65	3.92
Inspector/Inspectress	3.54	3.80
Linen Room Attendant	3.54	3.80
Housekeeper I	3.52	3.78
Housekeeper II - Rooms	3.31	3.55
Housekeeper II - General Cleaning	3.31	3.55
Laundry Attendant II	3.52	3.78
Laundry Helper	2.87	3.08

Exhibit "B" (Continued)

Classification	Effective 11/1/75	Effective 11/1/76
LAUNDRY COMMERCIAL		
Laundry Attendant I	$3.65	$3.92
Laundry Helper	2.87	3.08
FOOD AND BEVERAGE SERVICE		
Bartender/Bartendress	5.02	5.38
Service Bartender/Bartendress	5.27	5.63
Combination Bartender/Bartendress	5.17	5.53
Bartender/Cashier	5.02	5.38
Bartender/Waiter/Waitress	5.02	5.38
Cashier	4.00	4.29
Cashier/Host/Hostess	4.00	4.29
Cashier/Food Checker	4.00	4.29
Bar Host/Hostess	3.97	4.26
Host/Hostess	3.56	3.82
Host/Hostess/Waiter/Waitress	3.56	3.82
Bar Porter	3.52	3.78
Ice Cream Attendant	3.22	3.45
*Banquet Porter		
Order Taker	3.01	3.23
Busboy/Busgirl	2.47	2.52
Wine Steward/Stewardess - Plus Commission 0-2400 = 10% 2400-3200 = 12% 3200+ = 15%	2.40	2.45
Waiter/Waitress	2.40	2.45
FOOD PREPARATION		
Cook I	5.61	6.00
Cook II	5.28	5.65
Cook III	4.59	4.92
Cook IV	~~3.92~~ 3.93	~~4.19~~ 4.20
Pantry I	4.59	4.92
Pantry II	4.03	4.32
Kitchen Utility	3.45	3.70
MAINTENANCE		
Maintenance Journeyman 1st Class	6.27	6.73
General Maintenance 1/C	5.96	6.39
General Maintenance 2/C	5.18	5.56
General Maintenance Clerk	4.19	4.49
General Maintenance Helper	4.00	4.28
General Maintenance Laborer	3.69	3.96
GROUNDS AND RECREATION		
Golf Course/Grounds Equipment Mechanic 1/C	5.81	6.23
Golf Course/Grounds Equipment Mechanic 2/C	5.18	5.56
Heavy Equipment Operator	4.84	5.19
Grounds Equipment Operator	4.05	4.34
Grounds/Section Man/Woman	3.62	3.88
Beach and Pool Attendant	3.48	3.73
Golf Attendant	3.00	3.22

	Effective 11/7/75	Eff. 5/1/76	Effective 11/1/76
*Banquet Porter	$2.75	$3.00	$3.25

ISLAND HOLIDAYS, LTD.

Job Classification Code/EEO Category

Hotel Salary

Job Class Code	EEO Category	
		Rooms
451	1	Front Office Manager
453	1	Management Trainee
454	5	Reservation Manager
455	1	PBX Supervisor
456	1	Bell Captain
457	1	Executive Housekeeper
458	1	Assistant Housekeeper
		Food
551	1	Dining Room Manager (Maitre'd)
552	4	Sales Manager (Japanese/Group)
553	1	Management Trainee
554	1	Coffee Shop Supervisor
555	2	Executive Chef
556	2	Chef
557	6	Assistant Chef
558	1	Kitchen Supervisor

Job Class Code	EEO Category	
		Food (Cont'd)
559	4	Reservation
560	5	Secretary
561	2	Pastry Chef (R.L. Only)
		Beverage
651	1	Bar Manager
652	1	Assistant Manager
653	1	Management Trainee
		Administrative and General
850	1	Vice-President/General Manager
851	1	Manager
852	1	Assistant Manager
853	0	Management Trainee
854	1	Executive Assistant Manager
855	1	Acting Manager
856	1	Back Office Manager
857	4	Social Director
858	1	Administrative Assistant
859	2	Tennis Director
860	9	Special Events Manager
861	1	Food and Beverage Manager
862	1	Assistant Food and Beverage Manager
863	1	Purchasing Agent
869	1	Office Manager (Back/Front)
870	2	Hotel Controller

Job Class Code	EEO Category	
		Administrative and General (Cont'd)
871	1	Accounting Manager
872	1	Accounting Supervisor
873	5	Clerk
874	5	General Cashier
875	2	Food and Beverage Controller
881	2	Personnel Clerk
882	2	Personnel/Account Clerk
883	5	Secretary
884	1	Night Supervisor
885	1	Convention & Catering Service Manager
886	1	Accounts Payable/Retail
890	1	Retail Operations Manager

ISLAND HOLIDAYS, LTD.

Job Classification Code/EEO Category

Hourly Personnel

Job Class Code	EEO Category	
		Rooms
410	5	Senior Front Office Clerk (Sr. Reservations Clerk - H.I.)
411	5	Clerk (Front Office)
412	5	Clerk (Reservations)
413	5	Clerk (Rooms Control)
414	5	Clerk (Registration Key)
415	5	Clerk/PBX/Cashier
416	5	Clerk/Cashier
419	5	File Clerk/Typist
		Telephone
421	5	Head PBX
422	5	PBX Operator
		Housekeeping
426	9	Lobby Maid
427	9	
428	9	Maid (Night)
429	7	Seamstress/Seamster
430	5	Housekeeping Clerk

Job Class Code	EEO Category	
		Housekeeping (Cont'd)
431	1	Assistant Housekeeper
432	9	Inspectress/Inspector
433	9	Linen Room Attendant
434	9	Housekeeper II - General Cleaners
435	9	Housekeeper II - Room Maid
436	9	Housekeeper I (Waikiki Properties Only)
437	9	Laundryman/woman
438	9	Laundry - Unifor
439	9	Laundry Helper
		Bell
441	9	Head Bell Attendant
442	9	Bell Attendant
443	9	Bell Clerk
444	9	Shuttle Driver
		Food
509	9	Lady-in-White
510	9	Cook I (Second Cook - WBC)
511	9	Cook II
512	9	Cook #2 (Holiday Isle Only)
513	9	Cook III (Assistant Cook at Waikiki Properties)
514	9	Cook IV
515	9	Pantry I
516	9	Pantry II
517	9	Kitchen Utility

Job Class Code	EEO Category	
		Food (Cont'd)
518	9	Baker
519	9	Buffet Runner
520	9	Cashier/Host/Hostess
521	9	Host/Hostess
522	9	Cashier
523	9	Waiter/Waitress
524	9	Busboy/Busgirl
525	9	Room Service Waiter
527	1	Assistant Dining Room Manager
528	1	Kitchen Supervisor (N.U.)
529	5	Secretary
530	9	Banquet Porter
537	9	Laundryman/woman
538	9	Laundryman - Uniform
539	9	Janitor
		Bar
601	9	Bar Host/Hostess
602	9	Bartender/Bartendress
603	9	Bartender/Casnier
604	9	Bartender/Waiter/Waitress
605	9	Bar Porter
606	9	Wine Steward/Stewardess
607	9	Cashier
608	9	Host/Hostess/Waiter/Waitress

	EEO Category	
		Bar (Cont'd)
610		
611		
623	9	Waitress (Cocktail)
638	9	Laundryman - Uniform
		Administrative and General
801	5	Night Auditor
802	5	Revenue Auditor
803	5	Junior Accountant
804	5	General Cashier
805	5	Front Office Cashier
806	5	Account Clerk (Receivables)
807	5	Account Clerk (Payable)
808	5	Account Clerk (General)
809	5	Junior Clerk
810	5	Storekeeper
811	5	Assistant Storekeeper
813	5	Secretary
815	5	Clerk/PBX/Cashier
816	5	Clerk/Cashier
819	5	File Clerk/Typist
820	1	Assistant Manager (N.U.)
821	9	Social Director (or Junior Social Director)
824	9	Lobby Host (Coco Palms)
825	9	Museum Attendant/Librarian

Job Class Code	EEO Category	
		Administrative and General (Cont'd)
826	2	Entertainer (Torch Lighting, Good Will, Etc.)
827	4	Cashier/Clerk/Shops
828	4	Sales Clerk/Attendant/Shops
829	4	Sales/Store Clerk
		Maintenance
901	6	Maintenance Journeyman 1/C (WBC & HI Only - Maintenance Leadman)
902	6	General Maintenance 1/C (WBC & HI Only - General Maintenance A)
903	8	General Maintenance 2/C (WBC & HI Only - General Maintenance B)
904	8	General Maintenance Helper
905	8	General Maintenance Laborer
906	7	Heavy Equipment Operator
908	8	Grounds Equipment Operator
909	8	Grounds/Sectionman/woman
910	9	Beach & Pool Attendant
911	9	Maintenance Utility (Night Cleaners)
912	9	Tennis Attendant
914	5	Maintenance Clerk (Royal Lahaina Only)
937	9	Laundryman
951	1	Maintenance Superintendent
952	1	Building Services Manager
953	1	Grounds Supervisor

ISLAND HOLIDAYS, LTD.

Job Classification Code/EEO Category

Honolulu Office

Job Class Code	EEO Category	
		Executive Department
000	1	President
001	1	Hotel Operations Manager
002	1	Director of Special Projects
003	2	Controller
004	2	Director of Industrial Relations
005	1	Director of Purchasing
006	2	Housekeeping Services Director
007	5	Executive Secretary
008	1	Food and Beverage Director
009	1	Real Estate Manager
✓ 010	1	Assistant Food & Beverage Director
		Accounting/Finance Department
011	2	Assistant Controller
012	2	Operations Controller
013	2	Computer Systems Manager
014	2	Financial Planning Manager
015	2	Data Processing Coordinator

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Job Class Code	EEO Category	
		Accounting/Finance Department (Cont'd)
✓ 016	5	Secretary
017	2	Internal Auditor
018	2	Systems Analyst
019	2	Operations Analyst
		Industrial Relations Department
020	2	Assistant Industrial Relations Director
021	2	Secretary/Personnel Clerk
		Purchasing Department
022	1	Purchasing Agent
023	5	Secretary/Clerk Typist
		Administrative
024	5	Switchboard Operator
025	5	Teletype Operator
026	5	Receptionist
027	5	Administrative Assistant
028	5	Messenger
029	5	Mail Clerk
		Reservations Department
030	1	Manager
031	5	Secretary
032	5	FIT Correspondents
033	5	Conference Coordinator
034	5	Jr. Reservations Clerk (Groups)
035	5	Reservations Control Clerk

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Job Class Code	EEO Category	
		Reservations Department (Cont'd)
036	4	Reservations Clerk
037	5	Group Reservationist
038	5	File Clerk/Trainee Reservations Clerk
039	1	Supervisor
		Advertising and Promotions
040	1	Manager
041	5	Secretary
042	1	Assistant to the Manager
		FIT - Operations
050	1	Manager
051	5	Secretary
052	4	Travel Consultant (Hawaii)
053	4	Jr. Travel Consultant
054	5	Trainee Ticketor
055	5	Ticketor
056	5	Clerk-Stenographer
057	5	Typist
058	5	File Clerk
059	1	Supervisor
		Groups - Convention
060	1	Manager
061	4	Group Tour Coordinator
062	5	Secretary
063	4	Jr. Group Tour Coordinator

Job Class Code	EEO Category	
		Groups - Convention (Cont'd)
064	4	Trainee Group Tour Coordinator
065	4	Tour Escorts
066	5	Clerk/Steno
069	1	Supervisor
067	1	Assistant Manager
068	4	Travel Consultant
		Counter Sales
070	1	Manager
071	4	Travel Consultant (International)
072	4	Travel Consultant (Hawaii)
073	4	Jr. Travel Consultant
074	4	Trainee Travel Consultant
076	9	Janitor
079	1	Supervisor
		World Travel
080	1	Manager
081	4	Account Executive
082	4	Travel Consultant (International)
083	4	Jr. Travel Consultant
084	4	Trainee Travel Consultant
088	5	Clerk I
089	1	Supervisor

Job Class Code	EEO Category	
		Sales
090	1	Director of Resort Sales
091	4	HI Sales Manager
092	4	Account Executive
093	5	Secretary
		Accounts Payable
110	1	Supervisor
111	5	Bookkeeper
112	5	Account Clerk IV
113	5	Account Clerk III
114	5	Account Clerk II
115	5	Account Clerk I
116	5	File Clerk
		Accounts Receivable
120	1	Supervisor
121	5	Bookkeeper
122	5	Account Clerk IV
123	5	Account Clerk III
124	5	Account Clerk II
125	5	Account Clerk I
126	5	File Clerk
128	5	Clerk I

Revised: 05/12/76

Job Class Code	EEO Category	
		Cashier
130	1	Supervisor
132	5	Account Clerk IV
133	5	Account Clerk III
134	5	Account Clerk II
135	5	Account Clerk I
		Credit and Collection
140	1	Supervisor
141	5	Secretary/Assistant Credit & Collection
142	5	Credit Clerk IV
143	5	Credit Clerk III
144	5	Credit Clerk II
145	5	Credit Clerk I
		General Ledger
150	1	Supervisor
151	5	Bookkeeper
152	5	Account Clerk IV
153	5	Account Clerk III
154	5	Account Clerk II
155	5	Account Clerk I
156	5	File Clerk
157	5	Statistician
158	1	Assistant Supervisor

REVISED: 06/01/76

Job Class Code	EEO Category	
		Payroll
160	1	Supervisor
162	5	Account Clerk IV
163	5	Account Clerk III
164	5	Account Clerk II
		Travel Service
170	1	Supervisor
171	5	Bookkeeper
172	5	Account Clerk IV
173	5	Account Clerk III
174	5	Account Clerk II
175	5	Account Clerk I
176	5	File Clerk
178	5	Clerk I

Island Holidays, LTD.

2222 KALAKAUA AVE • P O BOX 8519 • HONOLULU, HAWAII 96815

February 26, 1975

TRAVEL AGENCY

A firm who, for compensation, engages in the business of arranging and planning the travel of persons or group of persons.

RETAIL AGENT

An agent who sells only on a direct basis to the public.

WHOLESALE AGENT

An agent who packages tours that may be purchased by the public direct and/or sold to the public through a retail travel agent.

TOUR OPERATOR

An agent who operates tours including pricing, packaging, selling, ticketing and couponing package tours and/or components. He can also be a retail and wholesale agent.

TRANSPORTATION COMPANY

Operates the ground transportation and sightseeing as contracted by tour operators. These same services may be purchased by any agent or the public directly from the transportation company.

CARRIER

Refers to transportation and includes the airlines, steamship companie railroads and all ground transportation and sightseeing companies.

F.I.T.

Formerly translated to "Foreign Independent Tour". Now is sometimes labeled "Free Independent Tour" or just "Independent Tour". Generally from one to 15 people. Over 15 people falls into the group category. A published package tour must bear an "IT" number to be commissionable on the air ticket.

G.I.T.

Group Inclusive Tour. Tourists travelling as a unit in pre-determined group of 10 or 40 to avail themselves of special air rates and ground packages. Travel must be completed within 30 days.

GROUP TOUR

Special group packaged for sale to meet the marketing requirements of retail agents or affinity groups. These groups consist generally of 1 or more people travelling as a unit.

AFFINITY GROUP

Groups formed from only members or employees of the same association, corporation, company or other legal entity, which has principle purposes, aims and objectives other than travel, and has sufficient affinity to distinguish and set it apart from the general public. All members must travel together as a single group on the same flight for each portion of the entire journey.

GROSS

Total amount of a component, special event, hotel or complete package before commission is deducted.

NET

Total amount of sale after commission is deducted.

COMMISSION

Commissions vary depending on purveyor and volume. Standard commission policy to all agents is 10 percent. Commission is payable to agents, not airlines, hotels, or the public. Commission in excess of 10 percent is referred to as override commission.

REVIEW DATE

This applies to group bookings and a review of reservations held is required 60 days prior to check-in. Cutback of reservations is expected if sales are not up to expectations.

OPTION DATE

This is the date deposit or final payment is due. For groups this can vary from 120, 90, 60 or 30 days depending on the size and type of group. For individual hotel bookings, it is 10 days from the issuance of confirmations.

COUPON OR VOUCHER

Many agents issue coupons or vouchers to accompany deposits. Coupons from agents with established credit are accepted by hotels and tour operators as a guarantee of payment.

REBOOKING

Reservations for hotels or tours may be revised, cancelled and rebooked several times before finalization.

DOUBLE BOOKING

Two or more bookings for the same party made by a tourist with one or more airlines and/or travel agents or directly with hotels.

NO SHOW

A no show is a tourist who did not arrive and for whom the airline, tour operator, and hotels were holding reservations. No show deposits are not refunded.

CONCESSION POLICIES

Concessions for tour conductors and/or leaders based on the numbers travelling.

SIGHTSEEING

A tour with a driver guide as opposed to straight transportation or transfers.

TRANSFER

Straight transportation from point to point as opposed to sightseeing.

A.P.

American Plan, all meals included.

M.A.P.

Modified American Plan, based on breakfast and dinner; lunch not included

E.P.

European Plan, no meals included.

CAB

Civil Aeronautics Board. A federal agency regulating both domestic air travel and international air travel to and from the United States.

IATA

International Air Transport Association. The organization responsible for regulating international air routes and rates.

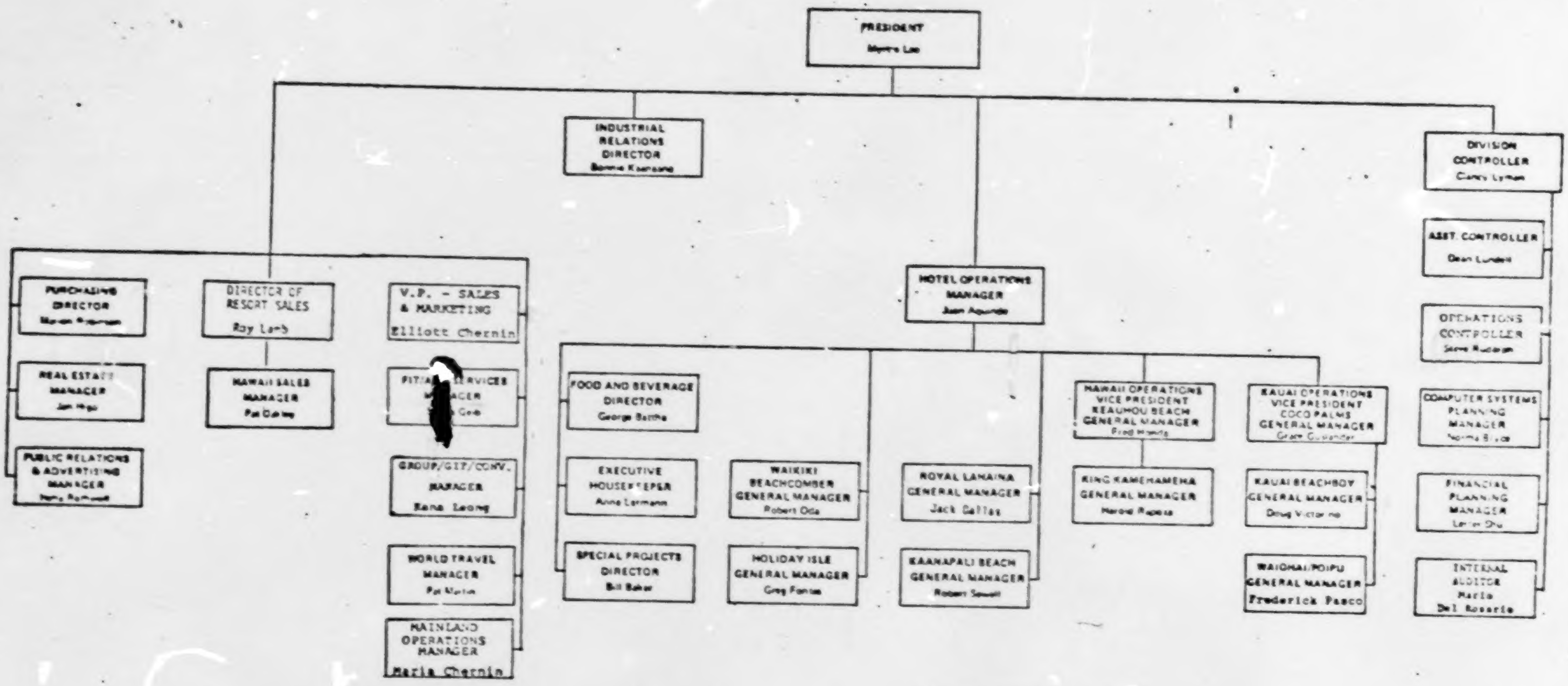
ATC

Air Traffic Conference. The organization responsible for establishing the standards by which domestic carries deal with each other and the industry as a whole.

IPSA

International Passenger Ship Association. Regulates fares and standards of steamship routes.

vpf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Norma Bruce
FINANCIAL PLANNING MANAGER
Lester Shu
INTERNAL AUDITOR
Maria Del Rosario

ISLAND HOLIDAYS, LTD.

ORGANIZATION CHART

June 1, 1976

Revised: 6/10/76